DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

APPLICATIONS: Applications can be forwarded to Noelien.Nortman@dhs.gov.za, Jimmy.Sebola@dhs.gov.za and Lawrence. Manyama@dhs.gov.za

FOR ATTENTION: Ms N Nortman

CLOSING DATE: 14 August at 16h00

NOTE: It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of qualification certificates and your ID/Passport. All copies must be certified within the past 12 months. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employee’s Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

POST 18/08: DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: DOHS/04/2020

Branch: Corporate Services
Chief Directorate: Corporate Support
Directorate: Facilities Management

SALARY: R733 257. per annum (Level 11) (all-inclusive salary package).

CENTRE: Pretoria

REQUIREMENTS: The Applicant must be in possession of a Matric/Grade 12. Must have and Undergraduate Diploma/ Degree in Environmental Health, Safety Management, any other relevant qualification in Occupational Health and Safety or an equivalent NQF level 6/7 qualification as recognized by SAQA Possession of SAMTRAC, Occupational Health and Safety Auditors certificate, Environmental Management certificate, Occupational Health and Safety Risk Assessment and Hazard Identification and Response certificates will be an added advantage. Minimum of three (3) years Occupational Health and Safety experience, of which two of them should be at entry level managerial level (Assistant Director Level or equivalent). Must be registered with at least one of the OHS related professional associations. Skills, Knowledge and Competencies: Sound knowledge of Occupational Health, Safety and Environmental Management. Sound knowledge of Occupational Health and Safety Act, Compensation for Occupational Injuries and Diseases Act, Disaster Management Act, National Environmental Management Act, Energy Efficiency Strategy of the Republic of South Africa, National Building Regulations and other related legislation. Working knowledge of OHSAS 18001, ISO 14001, ISO 90001 Guidelines and related SANS codes. Negotiation and Conflict Management Skills. Strong leadership with strategic capabilities. Good written and verbal communication. Presentation and facilitation skills. Co-ordination and organizational with financial management skills. Basic research skills.

DUTIES: Develop and ensure implementation of the requirements of the Occupational Health and Safety Act, Act 85 of 1993 and other OHS related policies. Administer the implementation of the ISO Assessment Series Certification processes, which include OHSAS 18001.
Administer the implementation of Energy Efficiency Strategy of South Africa. Ensure availability of Occupational Health and Safety equipment and maintenance thereof. Develop and put in place plans to deal with natural perils and disasters i.e. Contingency Plans, Emergency Procedures, Evacuation Procedures and Fire Drills. Identify SHE hazards and risks trends within the department and provide mitigation measures. Conduct continuous aspect and impact analysis with a view to pro-active risk management. Injury on Duty and First Aid. Draw up specifications and ensure compliance by contractors in respect of safety matters. Provide necessary training to management and to OHS personnel. Provide advice and guidance to managers in respect of safety matters. Ensure organizational awareness, capacity and create a culture of commitment to health and safety in the workplace.

ENQUIRIES: Mr J Sebola Tel No: (012) 444-9114

NOTE: Male candidates and people with disabilities are encouraged to apply

POST 18/09:

ASSISTANT DIRECTOR: PROPERTY MANAGEMENT REF NO: DOHS/05/2020
Branch: Corporate Services
Chief Directorate: Corporate Support
Directorate: Facilities Management

SALARY: R376 596 per annum (Level 9)
CENTRE: Pretoria

REQUIREMENTS:
Candidates should be in possession of a Matric/Grade 12 and an appropriate Undergraduate Diploma/ Degree (NQF level 6/7 as recognized by SAQA) in Property Management or Public Administration or any other relevant qualification. The candidate must have at least with 3-5 years relevant experience at Officer/ Practitioner level in property and facilities management. Candidates must have in-depth understanding of legislative and policy prescripts governing property and facilities management. Candidate should portray the following competencies: good communication skills, people management, policy analysis and development, risk and compliance management, stakeholder management and communication, good interpersonal relations and should be prepared to work under pressure. Knowledge and understanding of Public Works Property legislative framework, strategic capabilities and leadership, Programme and Project Management, report writing. Candidates must have the knowledge of the following: Public Service Regulation, PFMA, Treasury Regulation, Service Delivery Innovation and computer software packages is essential: MS Package (i.e. Word, Excel, and PowerPoint), Microsoft Outlook.

DUTIES:
Coordinate the acquisition of office space and accommodation. Coordinate maintenance in the Department. Coordinate the procurement of parking of the Department. Manage the provision of cleaning services. Manage, Telecommunications, Switch-Board, Reception, boardroom and Reproduction Services.

ENQUIRIES: Ms E Motsepe Tel No: (012) 444-9113

NOTE: Male candidates and people with disabilities are encouraged to apply