Annexure H

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 The National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or Hand-delivered to 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001.

Closing Date: 10 May 2021 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 the new Z83 form, 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. SMS posts: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department; Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment; The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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 14/108: Deputy Director: Demand and Acquisition Management

Ref No: DOHS/03/2021

Branch: Chief Financial Services

Chief Directorate: Financial Management

Directorate: Supply Chain Management

Salary: R733 257 per annum (Level 11)

Centre: Pretoria

Requirements: Matric/ Grade 12 or equivalent, plus an Undergraduate Diploma/ Degree (NQF level 6/7 as recognized by SAQA) in Financial Management/ Public Management/ Accounting/ supply Chain Management or equivalent qualification. Relevant 3 – 5 years relevant working experience at entry level management (Assistant Director). A valid driver’s license. Knowledge of demand and acquisition management, procurement and business practices. Ability to establish and manage bid committees. Knowledge or strategic planning and budgeting. Ability to control and manage the acquisition of goods/ works and services. Ability to develop, interpret and apply supply chain management policies, strategies and legislation. Advance skills in financial management and project management, knowledge and understanding of the Public Finance Management Act (PFMA), Preferential Procurement Policy
Framework Act and its associated Regulations (PPPFA) Treasury Regulations and other Public Service financial legislative frameworks. Analytical and numerical skills. Good report writing skills, interpersonal and problem solving skills. Ability to work under pressure with strict deadlines and over time. Computer literacy with proficiency in MS Word, excel and working knowledge of LOGIS and BAS.

**DUTIES:**
The successful candidate will perform the following duties: Develop and implement demand management framework and strategies. Ensure the consolidation of the procurement requirements from Branches in line with the strategic plan of the department timeously. Ensure a consolidated Procurement Plan for goods/ works and services with critical delivery dates and the approval thereof on time and submission to National Treasury. Manage the implementation of Central Supplier Database. Facilitate Bid Specification, Bid Evaluation and Bid Adjudication Committee meetings. Review and implement sourcing strategy. Manage and undertake risk management assessments. Manage and undertake prevention of fraud and abuse of the SCM function. Manage and undertake performance assessments of the value chain of the SCM function. Manage and undertake supplier’s performance. Manage the safeguarding of SCM information. Inform, guide and advice departmental employees on demand management matters to promote correct implementation and sound demand management practices. Review and implement SCM Policies and National Treasury instruction notes. Ensure sound governance and improved compliance with Supply Chain Management reporting requirements. General management of the sub-directorate: Demand and Acquisition Management and undertake all administrative functions required with regard to financial and human resource administration.

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

**NOTE:**
Female candidates and people with disabilities are encouraged to apply.

**POST 14/109:**
**DEPUTY DIRECTOR: CORPORATE FUNCTION MANAGEMENT REF NO: DOHS/04/2021**
Branch: Corporate Services
Chief Directorate: Communications
Directorate: Corporate Communications
Sub-Directorate: Corporate Function Management

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

**CENTRE:**
Pretoria

**REQUIREMENTS:**
Applicants must be in possession of Matric/Grade 12 coupled with an appropriate recognized Undergraduate Diploma/Degree (NQF level 6/7 as recognized by SAQA) in Communication/ Public Relations/ related field. The applicant must have minimum of 3-5 years' relevant working experience at an Assistant Director level. Candidates must have good communication skills (both written and verbal). Candidates must have excellent Project Management and networking skills. Good organizational skills as well as supervisory skills are essential.

**DUTIES:**
The successful candidate will be responsible for the Planning, organizing and managing of corporate functions/ events for the Department. Developing, implementing and managing a project management action plan for each function or event (from conceptualization, planning, implementation to conclusion (report writing). Managing the resources of the Department inclusive of people and budget. Coordination and Liaising with other stakeholders to ensure the success of each project. Contributing to the development of the Chief Directorate's Strategic and Operation Plans. Managing and overseeing the work of external service providers, including negotiating better deals for the Department.

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

**NOTE:**
Female candidates and people with disabilities are encouraged to apply.

**POST 14/110:**
**DEPUTY DIRECTOR: PUBLIC INFORMATION REF NO: DOHS/05/2021**
Branch: Corporate Services
Chief Directorate: Communications
Directorate: Public Information and Marketing
Sub-Directorate: Public Information

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SALARY: R733 257. per annum (level 11) (All-inclusive salary package)
CENTRE: Pretoria
REQUIREMENTS:
Applicants must be in possession of Matric/Grade 12 coupled with an appropriate recognized Undergraduate Diploma/Degree (NQF level 6/7 as recognized by SAQA) in Communication/ Public Relations/ related field. The applicant must have minimum of 3-5 years’ relevant working experience at an Assistant Director level. Candidates should have in-depth knowledge and understanding of the Human Settlements Legislative Framework coupled with knowledge of Human Settlements Policies and programs as well as the workings of local government and provincial dynamics. Candidates must have good communication skills (both written and verbal). Candidates must have excellent Project Management and networking skills. Good organizational skills as well as supervisory skills are essential.

DUTIES:
The successful candidate will be responsible for the development and implementation of public Information strategy and planning; Management of the departmental outreach programmes; create awareness on departmental programmes; Management of Departmental distribution strategy and plans as well as the management of administration of the Sub-directorate.

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

NOTE:
Female candidates and people with disabilities are encouraged to apply.

POST 14/111: ASSISTANT DIRECTOR: RISK MANAGEMENT ANALYSIS
REF NO: DOHS/06/2021
Branch: Chief Operations Officer
Chief Directorate: Regulatory Compliance Services
Directorate: Legislative Compliance Monitoring

SALARY: R376 596 per annum (Level 9)
CENTRE: Pretoria
REQUIREMENTS:
Applicants must be in possession of a Matric/ Grade 12 or equivalent plus a relevant Undergraduate qualification (NQF level 6/7) as recognized by SAQA in Risk Management or Auditing. The applicant must have minimum of 3-5 years relevant working experience at Officer/ Practitioner level in Risk Management field. Knowledge of Public Finance Management Act. Knowledge of Treasury Regulations. Sound understanding of Risk Management Principles and Frameworks, Corporate Governance, risk control concept and techniques. Good Communication (written, verbal and presentation) skills. Negotiation skills. Monitoring and evaluation skills. Policy development and implementation skills. Computer Skills. Problem solving skills. Diversity Management. Ability to work independently and as part of a team. Ability to work under pressure. A valid driver’s license and membership with professional body governing Risk Management and/or Compliance will be added advantage.

DUTIES:
The successful candidate will be required to perform the following duties within the Human Settlements Sector: Monitor the development and implementation of Human Settlements Entities Specific Risk Management Strategic Plans and its objective. Provide technical support in relation to identification of potential areas of non-compliance, vulnerability and risks. Monitor the development, implementation and the update of Entities Risk Registers. Participate in the development and implementation of Legislative Compliance Policy Framework. Develop quarterly reports on analysis on Entities risk plans and implementation of proposed mitigation plans. Coordinate Entities Risk Management Forum. Advocate and promote risk management culture in the Sector. Maintenance of database on risk management information. Provide administration support to the Sub-Directorate.

ENQUIRIES:
Ms N Nortman Tel No: (012) 444-9115

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

POST 14/112: ASSISTANT DIRECTOR: FINANCIAL PERFORMANCE ANALYSIS
REF NO: DOHS/07/2021
Chief Directorate: Regulatory Compliance Services
Directorate: Entities Oversight

SALARY: R376 596 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: Applicants must be in possession of a Matric/ Grade 12 or equivalent plus a relevant Undergraduate qualification (NQF level 6/7) as recognized by SAQA in Finance/Economic Management field with Financial Management, Accounting or Management Accounting or Public Finance. The applicant must have minimum of 3 -5 years relevant working experience at Officer/Practitioner level financial performance monitoring and analysis. The applicant must have a working knowledge of analytical and financial management tools to monitor and analyses the financial sustainability of an organization. Understanding of budget management processes and administration skills. Knowledge of the Public Finance Management Act, 1999, (Act No.1 of 1999), Treasury Regulations and related legislation. Understanding of public sector budgeting processes is recommended. In addition, applicants must be computer literate, possess good communication and reporting skills, be a team player, be able to work under pressure and be willing.

DUTIES: The successful candidate will be responsible for: Monitoring and interpretation of financial performance of Human Settlements entities. Monitor compliance with the PFMA and the Treasury Regulations. Coordinate the approval of annual budgets of Human Settlements Entities. Ensure submission of Entities budget information in terms of the Medium Term Expenditure Framework (MTEF) and Estimates of National Expenditure (ENE). Participate in the analyses of Strategic Planning, Annual Performance Plans and Operational Plans of Human Settlements Entities and the department. Provide inputs to ensure that Entities planning and performance outcome are aligned to the budget processes. Facilitate entities funding requirements, assist with the review and reform of Human Settlements Entities. Provide administrative support to the Sub-Directorate: Financial Performance Analyses.

ENQUIRIES: Ms N Nortman Tel No: (012) 444-9115

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

POST 14/113: ASSISTANT DIRECTOR: IGR DELIVERY COLLABORATION REF NO: DOHS/08/2021
Branch: Human Settlement Strategy and Planning
Chief Directorate Stakeholder Management & Intergovernmental Relations
Directorate: Intergovernmental Relations
Sub-directorate: IGR Delivery Collaboration

SALARY: R257 508 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a Matric/ Grade 12 certificate or equivalent plus a relevant Undergraduate qualification (NQF level 6/7) as recognized by SAQA in Public Administration, Public Management, Social Studies or relevant field. 3-5 years’ relevant experience at Officer/Practitioner level. Knowledge of National Housing Code and Intergovernmental Relations Framework Act. Knowledge of government processes, planning cycle and an understanding of the human settlement’s stakeholder value chain are critical. The candidate must have good communication (verbal & written) skills, good report writing, interpersonal skills, presentation, facilitation skills and general management skills. He/she must also have knowledge of budget planning including an understanding of the PFMA. The candidate must be able to work under pressure and long irregular hours to meet deadlines. Computer literacy is essential. In addition, the applicant must have the ability to maintain sound interpersonal relations and work as part of a Team. The applicant must be willing to travel often and at short notice and must be in possession of a valid driver’s license.

DUTIES: The successful candidate will be responsible for the following: Ensure the implementation of procedures and systems for the management of Intergovernmental Relations Forums within the Department, assist in the review of Intergovernmental Relations strategies of the Department, assist in the coordination and management of the Provincial and Municipal Performance Assessment forum, assist in the coordination and management of Intergovernmental workshops; Task Teams and working groups. Track the implementation of agreed decisions of IGR forums, workshops, task teams and working groups. Draft and administer official correspondence, minutes, submissions, agendas, reports, claims and advances, procurement
documentation and correspondence with sector departments, provincial
departments of human settlements and metropolitan municipalities.

**ENQUIRIES**
: Ms E Motsepe Tel No: (012) 444-9119

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