

## 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** : 02 July 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 with 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 22/17** : **DEPUTY DIRECTOR: ORDERS AND PAYMENTS**  
Branch: Chief Financial Officer  
Directorate: Supply Chain Management  
Sub-Directorate: Orders and Payments
- SALARY** : R733 257 per annum (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Matric/ Grade 12 or equivalent, plus an Undergraduate Diploma/ Degree (NQF level 6/7 as recognized by SAQA) in Financial Environment or any other relevant qualification. 3-5 years' relevant experience at entry-level management (Assistant Director level). A valid driver's license. Knowledge and 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 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, contract management, interpersonal and problem solving skills; ability to work under pressure with strict

- deadlines and overtime; Computer literacy with proficiency in MS Word, Excel, LOGIS courses and a working knowledge of BAS.
- DUTIES** : The successful candidate will perform the following duties: Design, develop, review and implement policies, processes, procedures and Standard Operating Procedures. Monitor the requisitions of goods and services; manage the creation of placement of orders for goods and services, safekeeping and distribution of stationery stock items. Manage the processing and approval payments for good and services; oversee the pre-authorization payments of LOGIS system. Manage, undertake, review, monitor, analysis and determination of actions to ensure proper contract administration, administer variations to contracts, evaluate applications for price adjustments and invoke penalty clauses; <Manage the coordination, review and monitoring of contract compliance. Review and update the LOGIS System Controller's profile, monitor the activation and deactivation of LOGIS users. Ensure sound and accurate reporting on commitments and accruals. Ensure sound governance and improved compliance with Supply Chain Management reporting requirements. General management of the Sub-directorate: Orders and Payments Management and undertake all administrative functions required with regard to financial and human resource administration.
- ENQUIRIES** : Mr L Manyama Tel No: (012) 444-9118
- NOTE** : Female candidates and people with disabilities are encouraged to apply
- POST 22/18** : **SENIOR ADMINISTRATION OFFICER REF NO: DOHS/13/2021**  
Branch: Programme and Project Management Unit  
Directorate: Public/ Private Rental Development  
Sub-directorate: Rental Housing Tribunals and Tenant Support and Protection
- SALARY** : R316 791 per annum (Level 8)
- CENTRE** : Pretoria
- REQUIREMENTS** : Matric/ Gr 12 or equivalent. Relevant undergraduate qualification (Appropriate Bachelor's Degree/Diploma in Public Administration) or other relevant qualification (NQF level 6/7 as recognized by SAQA). 2-5 years' relevant experience. Good interpersonal skills and communication (both written and verbal). Be in possession of driver's license. Ability to work under pressure with strict deadlines and overtime. Good Interpersonal and stakeholder liaison. General knowledge of dispute resolution mechanism, Computer Literacy with proficiency in MS Word and Excel. Possess good knowledge of legislative prescripts governing Public Procurement E.g. Rental Housing Act, Treasury Regulations, Public Finance Management Act.
- DUTIES** : The successful candidate will be responsible for providing administrative support with regard to administration of Rental Housing Tribunals nationally. Provide support to tenants and landlords in both public and private rental housing sector. Develop and maintain database of the Rental Housing Tribunals, Rental Housing Information offices, tenants and landlord's associations. Develop and manage the Rental Housing Tribunal communication strategy. The successful candidate will also be responsible for perform general administration functions in the Sub-Directorate.
- ENQUIRIES** : Ms N Nortman, Tel No: (012) 444-9115
- NOTE** : Male candidates and people with disabilities are encouraged to apply.