

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 Jobs@dhs.gov.za (Please apply with the correct post name as well as reference number in the subject line)
- CLOSING DATE** : 13 November 2020 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 25/10** : **ASSISTANT DIRECTOR: PROGRAMME MONITORING REF NO: DOHS/34/2020 (X2 POSTS)**
 Branch: Programme & Project Management Unit
 Chief Directorate: Programme Monitoring and Evaluation
 Directorate: Programme Monitoring
 Sub-Directorate: NHPP: Cluster 2
- SALARY CENTRE REQUIREMENTS** : R470 040 per annum (Level 10)
 : Pretoria
 : Applications are awaited from persons who are in possession of a Matric/Grade 12 or equivalent, undergraduate qualification (NQF Level 6/7) or equivalent qualification in Social Science/ Statistics/Demography as recognized by SAQA. 3-5 years' experience in monitoring and evaluation system and processes, project management. Good interpersonal, planning, organizing and coordination skills. Knowledge of Government's human settlements programmes. Advance knowledge of Excel package. Information Management Skills, knowledge of Statistics Analysis Packages. Experience in programme evaluation, database management, research, project management and excellent report writing skills. A valid drivers' license.
- DUTIES** : Verification of quarterly reported non-financial performance of running projects financed through the Human Settlements Development Grant (HSDG) implemented in allocated provinces. Analysis of the data sources to verify quarterly reported non-financial performance in allocated provinces. Physical site visits to verify delivery Production of monitoring and verification reports. Implementation of the Monitoring, Evaluation and Impact Assessment (MEIA) Policy and Framework for the Housing Sector.
- ENQUIRIES** : Ms N Nortman Tel No: (012) 444-9115
- NOTE** : Male candidates and people with disabilities are encouraged to apply.

<u>POST 25/11</u>	:	<u>ASSISTANT DIRECTOR: PLANNING FRAMEWORKS REF NO: DOHS/31/2020</u> Branch: Human Settlement Strategy & Planning Chief Directorate: Human Settlements Planning Directorate: Implementation Framework Sub-Directorate: Planning Frameworks
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) Pretoria Candidates must be in possession of Matric/ Grade 12, relevant Undergraduate qualification (NQF level 7 as recognized by SAQA) and relevant post graduate qualification (NQF level 8 as recognized by SAQA) in the Development Planning Studies/Build Environment or related. 3 – 5 years relevant experience at office/ Practitioner level. An additional qualification in and/or in-depth knowledge and experience in HS Legislation, policy and programme, planning frameworks, HS Sector and Public Service Acts and PFMA. Computer literacy (MS Word, MS Excel, MS Project); and Well-developed communication interpersonal and strategic networking skills.
<u>DUTIES</u>	:	Participate in the development and maintenance of multi-year human settlements planning frameworks and instruments. Provide technical support to provincial and/or municipal offices on human settlements development programmatic planning frameworks. Provide training on human settlements planning frameworks and instruments; and Provide administrative support within the Sub-Directorate.
<u>ENQUIRIES NOTE</u>	:	Ms N Ruiters Tel No: (012) 444-9125 Male candidates and people with disabilities are encouraged to apply.
<u>POST 25/12</u>	:	<u>ASSISTANT DIRECTOR: ORDERS REF NO: DOHS/32/2020</u> Branch: Chief Financial Officer Chief Directorate: Financial Management Directorate: Supply Chain Management Sub-Directorate: Orders and Payments
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) Pretoria Candidates must be in possession of Matric/ Grade 12, relevant Undergraduate qualification (NQF level 6/7 as recognized by SAQA). 3 – 5 years relevant experience. Experience in the SCM environment with management and control of commitments as well as creation and follow up of orders as some of the responsibilities. Knowledge of government Financial Management Systems including LOGIS and BAS. Proven ability to communicate at all levels. Good analytical and problem solving skills are important. The candidate must also have practical knowledge of the SCM prescripts and procedures, the Public Finance Management Act (PFMA) and related Treasury Regulations. Ability to plan, organize, negotiate and investigate as well as managing teams.
<u>DUTIES</u>	:	The successful candidate will be responsible for the Management and control of orders; Management and control electronic and manual order register; Control and authorizing of orders; Control 0-9 order follow ups; Control and maintenance of the LOGIS commitment register; Manage the LOGIS system and control monthly certificates for commitment register
<u>ENQUIRIES NOTE</u>	:	Ms N Ruiters Tel No: (012) 444-9125 Male candidates and people with disabilities are encouraged to apply.
<u>POST 25/13</u>	:	<u>ASSISTANT DIRECTOR: SECRETARIAT SUPPORT REF NO: DOHS/33/2020</u> Branch: Office of the Director-General Directorate: Human Settlement Secretariat
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) Pretoria Matric/Grade12 coupled with a relevant Bachelor's Degree/Equivalent qualifications (NQF level6/7 as recognized by SAQA); 3.-5 years' experience in committee work; Exceptional analytic and writing skills; Ability to pay attention to detail during meetings, analyze meeting proceedings, synthesize discussions and resolutions of meetings and present them before meetings adjourn as per the requirements of the IGR Framework Act); Knowledge of a variety of relevant computer programmes particularly MS Word & Micro Office

Power Point; Good communication skills and the ability to interact at high level while maintaining sound interpersonal relations; Understanding of the functions of intergovernmental structures that promote cooperative governance and integrated planning/delivery. Sound understanding of the housing environment as well as government policies and prescripts; Ability to work under pressure and in a hectic & unpredictable environment; Planning & organizing skills; Supervision, management and leadership skills; Basic financial management skills, Willingness to travel extensively, a valid Code 8 driver's license. In addition to the above the applicants must be prepared to travel, work long hours and undergo security clearance.

DUTIES

: Provide secretariat, logistical and administrative support to various decision making structures of the Department including Strategic Management Committee, Audit Committee, Risk Management Committee, workshops, Housing Indabas and other adhoc intergovernmental structures. Liaise with the relevant stakeholders to ensure participation of members. Monitor, track, coordinate and communicate decisions of various decision-making structures to relevant role players. Synchronize decisions taken at various structures of the Department to ensure that they reach the highest decision-making structures in the Department. Develop and maintain a database of resolutions of these structures: Supervise and provide in-service training to subordinates on a variety of matters related to committee work; Compile reports, memoranda and letters regarding issues of the Sub-Component; Assist to oversee the budget of the Sub-Component.

ENQUIRIES

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

NOTE

: Male candidates and people with disabilities are encouraged to apply. The selection process will involve subjecting candidates to an intense competency test in the form of writing