

## 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** : 16 August 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, copies of qualification certificates and your ID/Passport. Shortlisted Candidates will be required to submit certified documents on or before the day of interviews as directed by the Human Resources Representative. 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. 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 26/49** : **DEPUTY DIRECTOR: PERFORMANCE AUDIT AND AOPT REF NO: DOHS/31/2021**  
Branch: Office of the Director-General  
Directorate: Internal Audit
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11), (all-inclusive salary package)  
: Pretoria  
: Minimum qualification requirements: Matric/ Grade 12 or equivalent, plus an Undergraduate Diploma/ Degree (NQF level 6/7 as recognized by SAQA in Internal Auditing/ Auditing/ Financial Accounting. 3-5 years' relevant experience at entry-level management (Assistant Director level) in specialized audit field of Performance Auditing. Professional Internal Auditor (PIA), Certified Internal Auditor (CIA) or any relevant professional qualification will be an added advantage. Required Knowledge, skills and competencies: Project Management skills, Exceptional analytical, decision-making skills, critical thinking, results orientation skills, strong prioritization skills and ability to meet deadlines, Excellent written and verbal communication skills as well interviewing skills and problems solving abilities, acceptable leadership, strategic planning and management, organizational, interpersonal and planning skills. Knowledge of the legislative requirements in the Public Sector e.g. Public Finance Management Act, Treasury Regulations, Division of Revenue Act, Standards for the Professional Practice of Internal Auditing. Institute of Internal Auditors Code of Ethics; Be a Member of the Institute of Internal Auditors (added advantage). Ability to use the working paper tool (Teammate) and knowledge of Audit Command Language (ACL) (added advantage). Must be prepared to travel and A valid driver's license required.
- DUTIES** : Manage the sub-programme performance audit & Audit of Performance information. Develop the risk based 3-year strategic audit plan and yearly audit plan. Manage the implementation of the approved audit operational plan. Manage the communication of the audit results and the audit outcomes. Discuss audits report and obtain management comments, agree on action plans and report on significant audit findings, which may material either in nature or value to be escalated to the audit committee. Manage the sub-

programme human resources through developing, implementation and monitoring of the annual staff development, job training and continued professional development. Implement and monitor the Quality Assurance Improvement Program. Co-ordinate the audit committee activities and contribute to the preparation of the Quarterly report to the Audit committee. Liaise with other assurance providers to prevent duplication of audit effort. Keep up to date with new developments in the internal audit environment.

**ENQUIRIES**

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

**NOTE**

: Male candidates and people with disabilities are encouraged to apply

**POST 26/50**

: **SENIOR ADMINISTRATION OFFICER REF NO: DOHS/32/2021**

Branch: Executive Support (Office of the Director-General)

Directorate: Housing (Human Settlement) and Corporate Secretariat

Sub-Directorate: Human Settlement Secretariat

**SALARY**

: R316 791 per annum (Level 08)

**CENTRE**

: Pretoria

**REQUIREMENTS**

: Matric/ Gr 12 or equivalent. Relevant undergraduate qualification (Appropriate Bachelor's Degree/Diploma or other relevant qualification (NQF level 6/7 as recognized by SAQA). 2-5 years relevant experience in Committee Work. Excellent writing skills coupled with the ability to pay attention to details during meetings, analyze meeting proceedings and produce resolutions of meetings immediately after the meetings as per the requirements of the IGR Framework Act. Good communication skills and the ability to interact at high levels while maintaining sound interpersonal relations. Understanding the functions of intergovernmental structures that promote cooperative governance and integrated planning and delivery. Understanding of the Human Settlements Sector and prescripts. Knowledge of computer programmes. A valid code 08 driver's license. Candidates must be prepared to travel, work long hours and undergo security clearance.

**DUTIES**

: The successful candidate will be responsible for providing secretariat, logistical and administrative support to various task teams of the decision making structures of the Department, workshops, Housing Indaba's and any other adhoc intergovernmental structures. Monitor, track, coordinate and communicate decisions of various decisions-making structures to relevant role players. Management of risks and resources. Develop a database of resolutions of these structures. Supervise subordinates and oversee the budget for the component.

**ENQUIRIES**

: Ms N Nortman Tel No: (012) 44-9115

**NOTE**

: Male candidates and people with disabilities are encouraged to apply. Please take note that candidates will be subjected to a written competency test during the interview.