

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.

- CLOSING DATE** : 28 March 2022 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 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. SMS/ MMS posts: 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.

MANAGEMENT ECHELON

- POST 09/54** : **CHIEF DIRECTOR: COMPLIANCE AND ENTITIES OVERSIGHT REF NO: DOHS/13/2022**
Branch: Entities Oversight, IGR, Monitoring and Evaluation
Chief Directorate: Compliance and Entities Oversight
- SALARY CENTRE REQUIREMENTS** : R1 269 951 per annum (Level 14), all-inclusive salary package
: Pretoria
: Applicants should be in possession of Matric/ Gr 12 or equivalent. Relevant Undergraduate qualification (NQF 7 as recognized by SAQA) such as a Bachelor degree in Public Administration or Bachelor degree in Commerce. An appropriate Master's degree will be an added advantage. A minimum of 5 years' extensive relevant experience at senior management level. Competency in strategic performance planning, monitoring and risk management. Knowledge of good governance matters. Experience in regulatory compliance and relevant legislation and policies. Good knowledge of financial and budgeting skills. Sound analytical and problem solving skills. Good time management and communication skills. People management and empowerment. Candidates must be creative and innovative with a focus on results and quality. A certificate for entry into Senior Management Services (SMS) is compulsory.
- DUTIES** : The successful candidate will be expected to: Provide Human Settlements Entities oversight and interface services in support to the Executive Authority. Manage

planning and performance processes. In depth analysis of entities performance. Render specialized advice on capital requirements. Manage process of establishment and de-establishment of entities. Provide Regulatory and Legislative compliance assurance to the Human Settlements Sector. Manage and monitor the implementation of Corporate Governance Framework. Provide Oversight management on Human Settlements Entities Boards practices in line with Good Governance. Monitor and support Sector transformation. Manage Resources allocated to the Chief Directorate.

ENQUIRIES : Mr C Ramalepe Tel No: (012) 444-9113
APPLICATIONS : Applications can be forwarded to Taphaahla@gmail.com
NOTE : Male candidates and people with disabilities are encouraged to apply.

POST 09/55 : **CHIEF DIRECTOR: LEGAL SERVICES REF NO: DOHS/12 /2022**
 Branch: Corporate Services
 Chief Directorate: Legal Services

SALARY : R1 269 951 per annum (Level 14), all-inclusive salary package
CENTRE : Pretoria
REQUIREMENTS : Applicants must have as a minimum an appropriate post graduate degree in law/ LLB. Admitted Attorney/ Advocate. Extensive 5 years at senior management level. Advanced skills to manage the Chief Directorate and provide legal support to stakeholders. Manage operations to achieve the planned outcomes of the Chief Directorate. Applicants must be in possession of strategic capabilities and leadership qualities. Applicant must be able to develop strategies and manage the implementation thereof. Knowledge and experience with Legal administration as well as court skills will be essential. Proven high-level liaison, written and verbal communication will be important. Strong focus on service delivery innovation. A certificate for entry into Senior Management Services (SMS) is compulsory.

DUTIES : Development of subordinate and enforceable human settlement legislation to support national human settlement policy. Co-ordinate the provisioning of general legal advice and legal documents. The management and coordination of legal contracts, opinions, international agreements, MOU's and legal advice to stakeholders. Draft and amend National Housing Legislation and regulations. Manage litigation matters and ensure legal compliance by the Department. Responsible management of resources allocated to the Chief Directorate: Legal Services.

ENQUIRIES : Mr C Ramalepe Tel No: 012 444 9113
APPLICATIONS : Applications can be forwarded to Taphaahla@gmail.com
NOTE : Male candidates and People with Disabilities are encouraged to apply

OTHER POST

POST 09/56 : **ACCOUNTING CLERK: FINANCIAL TRANSACTIONS REF NO: DOHS/ 14/2022**
 Branch: Chief Financial Officer
 Chief Directorate: Financial Accounting
 Directorate: Financial Administration and Internal Control
 Sub-Directorate: Financial Transactions

SALARY : R176 310 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate plus a minimum of one-year relevant Financial Accounting Experience; NQF level 7 qualification will be an added advantage. Good interpersonal skills and communication (both written and verbal). The ability to work under pressure; Computer Literacy (Microsoft Office); Knowledge of Treasury Regulations, Public Finance Management Act. Thorough knowledge of Basic Accounting System (BAS) and Safety Web. Thorough knowledge of Financial Accounting skills.

DUTIES : The successful candidate will be responsible for: Checking of creditors and sundry payments. Clearing of suspense accounts. Improve awareness and compliance to financial policies. Ensure proper record keeping. Petty cash and revenue administration. Funds requisition. Period closure. Request bank reconciliation. Compiling of revenue payments.

ENQUIRIES
APPLICATIONS

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

NOTE

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