

## 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** : 20 April 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 1<sup>st</sup> 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 12/16** : **ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: DOHS/18/2022**  
Branch: Corporate Services  
Chief Directorate: Human Resources  
Directorate: Human Resource Management  
Sub-Directorate: Human Resource Provision
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Pretoria  
: Applicants should be in possession of Matric /Grade 12. Relevant Undergraduate qualification/ Bachelor's degree or equivalent (NQF level 6/ 7 as recognized by SAQA) in Human Resource Management/ Public Administration. Minimum of 3-5 years' relevant experience at Practitioner (Principal Personnel Officer)/ Senior Practitioner (Chief Personnel Officer) level. Knowledge and understanding of required policies, procedures and applicable legislation governing Human Resource Processes in the Public Service. Excellent working knowledge of PERSAL, Pension Case Management System (PCM), the Vulindlela system and MS Office packages. The ability to communicate to all stakeholders both written and verbal. Working knowledge of the pension process, recruitment and selection, leave management and conditions of service. Customer focus will be important.

**DUTIES** : The successful candidate will be responsible for the following: The facilitation and management of the Recruitment and Selection process. Facilitation and management of all aspects of Human Resource Administration. Facilitation and management of conditions of service. Manage, facilitate and coordinate all PERSAL related functions. Provide leadership within the Sub-directorate as well as manage departmental resources responsibly.

**ENQUIRIES** : Mr L Manyama Tel No: (012) 444-9114  
**NOTE** : Male candidates and people with disabilities are encouraged to apply.

**POST 12/17** : **SUPPLY CHAIN PRACTITIONER: ORDERS REF NO: DOHS/17/2022**  
Branch: Chief Financial Officer  
Directorate: Supply Chain Management  
Sub-Directorate: Orders and Payments  
Division: Orders

**SALARY** : R261 372.per annum (Level 7)  
**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. 0-2 years' relevant experience in Logistics. A valid driver's license will be an advantage. 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: Processing of orders on LOGIS. Store administration: follow up on outstanding orders and assist with store stock takes. Compiling of IFS/AFS reports on commitments, consumables and inventory. Requesting of quotations from RT 3 (Photo copier machine contract), ensure agreements between DHs and RT 3 suppliers were signed, report on contract expiry dates.

**ENQUIRIES** : Ms N Nortman, Tel No: (012) 444-9115  
**NOTE** : Male candidates and people with disabilities are encouraged to apply