

## 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** : 28 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. 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 13/30** : **ASSISTANT DIRECTOR: MUNICIPAL ACCREDITATION REF NO: DOHS/20/2022**  
Branch: Affordable Rental and Social housing  
Chief Directorate: Transversal Programmes  
Directorate: Municipal accreditation  
Sub-Directorate: Municipal Accreditation Systems & Monitoring
- 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 Social Science or Public Management. Specialization in Public Administration or a managerial qualification will be an added advantage. 3-5 years' experience at administrative level within the public sector. Knowledge and understanding of the Housing sector legislative frameworks, coupled with stakeholder management & communication. Governance and administration coupled with facilitation and co-ordination skills. The successful candidate will be expected to coordinate and manage intergovernmental relations as well as understand local government and provincial dynamics and apply it to programme and project management. Strategic capability and leadership, monitoring and support coupled with negotiation skills. Good communication (written and verbal), planning and organizing skills will be important.
- DUTIES** : The successful candidate will be responsible for the following: Assist with the facilitation of orientation and induction to provinces and newly accredited municipalities. Assist with the facilitation of signing and review of the implementation protocols between provinces and municipalities. Assist with monitoring the implementation of protocols between provinces and municipalities. Assist in providing support to the municipalities in performing their new roles. Assist with the administrative support of the Sub-directorate, risk management and ad hoc tasks. Assist with the pre-accreditation work as in when required.
- ENQUIRIES** : Mr J Sebola Tel No: (012) 444-9114

- NOTE** : Male candidates and people with disabilities are encouraged to apply.
- POST 13/31** : **ASSISTANT DIRECTOR: PHP IMPLEMENTATION SUPPORT REF NO: DOHS/21/2022**  
 Branch: Affordable, Rental and Social Housing  
 Chief Directorate: Affordable Housing  
 Directorate: PHP and Community Driven Housing Initiatives  
 Sub-Directorate: CoDHI (Implementation and Delivery Support)
- 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 Housing/ Housing Settlement/ Social Sciences/ Project Management. 3-5 years' experience at officer/ practitioner level. Knowledge of Housing Code, the enhanced PHP Policy Framework and related legislation/policies/prescripts and procedures. Good communication (verbal and written) and computer literacy (MS Word, Excel and PowerPoint) are essential. Good administrative and organizational skills will be a strong recommendation coupled with financial management skills. The candidate must possess good project management skills coupled with excellent planning, presentation, organizational as well as interpersonal skills. In addition, the applicant must have good presentation skills, the ability to maintain sound interpersonal relations and work as part of a Team. Good command of English and at least three other official languages. The candidate must be able to work under pressure and the willingness to work long hours, be accurate and efficient, high level of reliability, excellent telephone etiquette, experience in dealing with the public entities and other stakeholders like NGO's, CBO's etc. and must have a clear understanding of the Public Service systems and procedures. A valid Code 8 driver's license is essential.
- DUTIES** : The successful candidate will be responsible for the following: Support and work together with the Deputy Director. Offer administrative support to the Directorate and to the Chief Directorate. Collate and update the PHP project pipelines database from Provinces. Interact with external and internal stakeholder on PHP and related matters. Attend to all logistical arrangements in relation to meetings, workshops and work sessions, coordinate and prepare documentation for such meetings/workshops. Facilitate correspondence (internal and external) in relation to the implementation of PHP. Organizing, filing and tracking of documents. Type letters, submissions, memos, reports and do all filing. Liaise with other Directorates within the Branch. Render general secretarial and office auxiliary service and perform other assigned ad hoc duties.
- ENQUIRIES** : Mr J Sebola Tel No: (012) 444-9114
- NOTE** : Male candidates and people with disabilities are encouraged to apply.
- POST 13/32** : **HUMAN RESOURCE CLERK REF NO: DOHS/19/2022**  
 Branch: Corporate Services  
 Chief Directorate: Human Resources  
 Directorate: Human Resource Management  
 Sub-Directorate: Human Resource Provision
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
 : Pretoria  
 : Applicants should be in possession of Matric /Grade 12. No experience required. Knowledge and understanding of required policies, procedures and applicable legislation governing Human Resource Processes in the Public Service. Knowledge of PERSAL and Pension Case Management System (PCM). Good communication skills, both written and verbal. Knowledge of pension process, recruitment and selection, leave management and conditions of service will be an added advantage. Customer focus will be important.
- DUTIES** : The successful candidate will be responsible for the following: Recruitment and selection. Human Resource Administration. Conditions of service. Capturing of PERSAL transactions, such as leave, promotions, transfers, terminations, housing allowance, SMS and MMS structuring, leave discountings etc. The successful candidate will also be expected to assist with the maintaining of the staff establishment and requesting the relevant reports.
- ENQUIRIES** : Ms Noelien Nortman Tel No: (012) 444-99115

**NOTE**

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