

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** : 10 June 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. Shortlisted Candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of interview/s 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 19/55** : **ASSISTANT DIRECTOR: CORPORATE PLANNING AND PERFORMANCE MONITORING REF NO: DOHS/22/2022**
Branch: Entities Oversight, IGR, Monitoring and Evaluation
Chief Directorate: Compliance and Entities Oversight
Directorate: Human Settlements Entities Oversight
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Pretoria
: Applicants must be in possession of a Matric/ Grade 12, plus a relevant Bachelor's Degree or National Diploma in Public Management, Social Sciences or Business Management (NQF Level 6/ 7 as recognized by SAQA). The applicants must have a minimum of 3 years' experience at an administrative level (level 7 or 8) in performance monitoring within the public or private sector; knowledge and understanding of government planning frameworks; programme and project management; good report writing and communication skills, problem solving skills and be able to work under pressure.
- DUTIES** : The successful candidate will be expected to provide technical support to the human settlements entities with the drafting of corporate plans; facilitate the approval of corporate plans of the human settlements entities by the executive authority; monitoring and evaluation of performance of human settlements entities to the agreed performance indicators and targets as well as adherence to their mandates; participate in oversight meetings; monitor the implementation of remedial actions to address non-performance and audit findings as well as to provide administrative support to the Sub-Directorate: Corporate Planning and Performance Monitoring.
- ENQUIRIES** : Mr J Sebola Tel No: (012) 444-9114
- NOTE** : Male candidates and people with disabilities are encouraged to apply.

POST 19/56 : **SUPPLY CHAIN CLERK: ASSET MANAGEMENT REF NO: DOHS/24/2022**
 Branch: Chief Financial Officer
 Chief Directorate: Financial Accounting
 Directorate: Supply Chain Management
 Sub-Directorate: Asset Management

SALARY : R176 310 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Matric or relevant qualification. Undergraduate qualification (NQF level 6) as recognized by SAQA in Financial Management/Public Management/Accounting/ Supply Chain Management. 2 years operational experience in Asset Management will be an added advantage. Good interpersonal skills and communication (both written and verbal). Ability to work under pressure with strict deadlines and over time. Problem solving and able to take a firm decision. Ability to work independently and with team. Willingness to work overtime and to travel. Computer literacy with proficiency in MS word and excel. Knowledge LOGIS and BAS will be an added advantage as well as a valid Driver's License.

DUTIES : The successful candidate will be responsible for Asset Management activities such as safe-guarding and maintenance of Assets; Maintenance of the Asset Register; Physical verification of Assets as well as Asset Disposals. Attending to both internal and external auditors. Investigating surplus and shortages. Act as secretary for disposal board meetings.

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