

## 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 posted 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** : 02 September 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 only. Shortlisted Candidates will be required to submit certified 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 31/115** : **REGISTRY CLERK: KNOWLEDGE AND RECORDS MANAGEMENT REF NO: DOHS/36/2022**  
Branch: Corporate Services  
Chief Directorate: ICT & Records Management  
Directorate: Records Management
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
: Pretoria  
: Candidates should be in possession of Matric/Grade 12. Knowledge and understanding of National Archives and Records Management (NARS) prescripts and practices for management of public records. Good communication skills (written and verbal). Computer literate in Microsoft Word and Excel. Good interpersonal relations skills. Ability to prioritize & work under pressure. The following will be added advantages: National Diploma in Archival Studies/ Information Science/ 1-year National Certificate in Archival Studies, Successful completion of a specialized Records Management training course for governmental bodies, 1 to 2 years' relevant experience in a Records Management environment in government sector; A code 08/10 Drivers license. Knowledge of the SmartGov E-Workflow Solutions.
- DUTIES** : The successful candidate will be responsible for: Provide registry counter services and attend to clients. Handle telephonic and other enquiries received. Administer all functions relating to incoming and outgoing mail and correspondence to and from internal and external clients and the SA Post Office. Administer hybrid classification, opening, filing, closing, access to, routing, searching and storage of files and records in line with approved Records Management prescripts, records classification system and document management. Administer updates to the records classification systems. Assist with conducting decentralized records and records facilities inspections. Operate office machines. Maintain various registers. Administer Courier Services. Assist with providing administrative support services towards the development and implementation of the EDRMS.
- ENQUIRIES** : Ms N Nortman Tel No: (012) 444-9115
- NOTE** : Male candidates and people with disabilities are encouraged to apply

**POST 31/116** : **HUMAN RESOURCE CLERK: HUMAN RESOURCE DEVELOPMENT AND EMPLOYEE PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM REF NO: DOHS/37/2022**  
Branch: Corporate Services  
Chief Directorate: Human Resources Management  
Directorate: Human Resource Development and Employee Performance Management and Development System

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
: Pretoria  
: Candidates should be in possession of Matric/ Grade 12 or equivalent. Knowledge on HRD and PMDS will serve as an added advantage. Relevant undergraduate qualification (NQF level 6/7) as recognized by SAQA. Knowledge on managing and maintaining filing systems; Ability to capture data and operate a computer; Knowledge on office administrative processes; Working knowledge and understanding of the legislative framework governing the Public Service; PERSAL knowledge & being able to maintain confidential information; Computer literacy skills; Team work, Planning and organizing skills; and Good communication skills (verbal and written).

**DUTIES** : The successful candidate will be expected to provide clerical support in the implementation of Human Resources Development and Employee Performance Management and Development Systems. Provide administrative support in the Directorate: Human Resources Development and Employee Performance Management and Development Systems. Manage and maintain a document filing system for the Directorate. Facilitate the quality assistance of the filed EPMDS documents and provide guidance where necessary. Administration of Employee Performance Management and Development System. Facilitate all logistics for annual Performance Moderation processes and all HRD meetings; and Facilitate the quality assurance of all submitted Human Resources Development documents.

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