

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.

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| <u>CLOSING DATE</u> | : | 30 September 2022 at 16h00 |
| <u>NOTE</u> | : | 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. <i>SMS/ MMS posts:</i> 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 st 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. <i>SMS posts:</i> 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

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| <u>POST 35/66</u> | : | <u>CHIEF DIRECTOR: INFORMAL SETTLEMENTS UPGRADES POLICIES, STRATEGIES AND PLANS REF NO: DOHS/15/2022</u> Branch: Informal Settlements Upgrading & Emergency Housing Chief Directorate: Informal Settlements Upgrades Policies, Strategies and Plans |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R1 269 951 per annum (Level 14), all-inclusive salary package Pretoria Applicants should be in possession of Grade 12/ National Senior Certificate or equivalent. Relevant undergraduate qualification (NQF 7 as recognized by SAQA) and a post graduate qualification (NQF 9). An undergraduate or post graduate qualification in any of the relevant fields such as policy, research, town/urban and regional planning or urban development related, construction management, housing, other relevant fields of study. A qualification in the Built Environment related qualification will be an added advantage. The incumbent must have a minimum of 5 years' experience in senior management. A minimum of 8 years' experience in policy/programme development or implementation or monitoring and reporting is also required. The incumbent must have an understanding of research, strategy development, policy/programme development, capital project planning and resourcing, as well as monitoring and reporting of infrastructure projects. Good understanding of infrastructure projects informal settlements upgrading policies, programmes and projects will be an added advantage. Understanding and knowledge of the human settlements sector. Good knowledge of financial and budgeting skills. Sound analytical and problem solving skills. Good communication and a sound |

knowledge of Microsoft Office applications is essential. People management and empowerment. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

DUTIES : Provide leadership and manage the review and development of informal settlements policies and programmes. Manage the development of guidelines and other tools to support the implementation of the informal settlements upgrading. Manage the development of credible plans for informal settlements upgrading. Provide leadership and manage the establishment and maintenance of an information sharing and archiving platform for informal settlements upgrading. Lead, manage and provide support to a team of informal settlements policy, strategy and planning developers

ENQUIRIES : Mr C Ramalepe Tel No: (012) 444-9113
APPLICATIONS : Applications can be forwarded to chiefdirector@daisyadvertising.co.za
NOTE : Female candidates and people with disabilities are encouraged to apply.

POST 35/67 : **CHIEF DIRECTOR: INFORMAL SETTLEMENTS UPGRADES IMPLEMENTATION SUPPORT, MONITORING AND REPORTING REF NO: DOHS/16/2022**

Branch: Informal Settlements Upgrading & Emergency Housing
 Chief Directorate: Informal Settlements Upgrades Implementation Support, Monitoring and Reporting

SALARY : R1 269 951 per annum (Level 14), all-inclusive salary package
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of Grade 12/National Senior Certificate or equivalent. Relevant undergraduate qualification (NQF 7 as recognized by SAQA in any of the relevant fields such as a, town/urban and regional planning or related, construction management, housing, other relevant fields of study. A post graduate qualification (NQF 9) will be an added advantage. The incumbent requires a minimum of 5 years' experience in senior management. Experience and good understanding of planning and implementation of infrastructure projects will be beneficial. Good understanding of human settlements policies and programmes particularly informal settlements upgrading will be advantageous. Understanding and knowledge of the human settlements sector. Good knowledge of financial and budgeting skills. Sound analytical and problem solving skills. Good communication and a sound knowledge of Microsoft Office applications is essential. People management and empowerment. Good communication and a sound knowledge of Microsoft Office applications is essential. The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. The candidate must be willing to travel extensively. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

DUTIES : Provide leadership, manage, and support a team of professionals in the build environment. Manage and provide support in the development of business plans, upgrading plans and other plans required to direct upgrading of informal settlements. The functions include the assessment of the credibility of submitted business plans and advise branch head. Provide leadership and manage the support provided to provinces and municipalities for the implementation of informal settlements upgrading. Manage the monitoring of informal settlements upgrading and report accordingly.

ENQUIRIES : Mr C Ramalepe Tel No: (012) 444-9113
APPLICATIONS : Applications can be forwarded to chiefdirector@daisyadvertising.co.za
NOTE : Female candidates and people with disabilities are encouraged to apply.

POST 35/68 : **DIRECTOR: HUMAN SETTLEMENTS SECTOR FRAMEWORK REF NO: DOHS/31/2022**
 Branch: Research, Policy, Strategy and Planning
 Chief Directorate: Human Settlement Planning Support
 Directorate: Human Settlement Sector Framework

SALARY : R1 073 187 per annum (Level 13), (all-inclusive salary package).
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of Matric /Grade 12. Relevant Undergraduate qualification/ Bachelor's degree or equivalent (NQF level 7as recognized by SAQA) in Development Planning/ Town Planning related to professions in the built environment. A Post-graduate degree will be an added advantage. 5 years' relevant experience at Middle/ Senior Management level. Knowledge of and a good understanding Human Settlement and Housing polices, programme, legislation, guidelines, standards and procedures. Knowledge of Public, Social and Economic Policies. Knowledge of Housing and Human Settlements Development. Must have negotiations and inter-personal skill. Good verbal and written communication skills. Well-developed inter-personal skills. Computer user knowledge and literacy (MS Word, MS Power Point, MS Project). Must have a driver's license. A Postgraduate degree will serve as an added advantage. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

DUTIES : The successful candidate will be responsible for the following: Human Settlements Frameworks and instruments. Human Settlement spatial transformation and consolidation. National Human Settlements Delivery Business Plan and Intergovernmental and Sectoral Planning.

ENQUIRIES : Mr L Manyama Tel No: (012) 444-9118
APPLICATIONS : Applications can be e-mailed to director@daisyadvertising.co.za
NOTE : Female candidates and people with disabilities are encouraged to apply.

POST 35/69 : **DIRECTOR: HUMAN SETTLEMENT PROGRAMMES AND PROJECT EVALUATION REF NO: DOHS/33/2022**
 Branch: Entities Oversight, IGR, Monitoring and Evaluation
 Chief Directorate: Sector Information Management System (IMS) & Performance Monitoring and Evaluation
 Directorate: Human Settlements Programmes and Projects Evaluation

SALARY : R1 073 187 per annum (Level 13), (all-inclusive salary package).
CENTRE : Pretoria
REQUIREMENTS : Candidates should be in possession of Matric/Grade 12, relevant Bachelor's degree in Built Environment (NQF level 7), economics or equivalent thereof as recognised by SAQA. Proven experience in both project and programme management and evaluation. Proven qualitative and quantitative research methodology skills. Knowledge and understanding of statistical analysis packages. Good report writing skills. Minimum of 5 years relevant experience at middle management level. Knowledge and understanding of the Housing Legislative framework, prescripts, policies and practices relevant to the human settlements Sector. Good problem solving skills coupled with strategic capacity, leadership and planning. Knowledge and understanding of financial prescripts and practices as well as financial management skills. Knowledge and understanding of Service Delivery models. Good people management skills, empowerment and time management. The successful candidate must be results driven and be able to work under pressure. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

DUTIES : The successful candidate will be responsible for: the evaluation and compliance of human settlements projects and programmes as a sector. Provide strategic intervention on the performance of sector projects and programmes. Provide

evaluation reports on the sector. Evaluate compliance to the Monitoring and Evaluation Policy and Implementation Framework (MEIA) for the Human Settlements Sector aligned to the Medium Term Strategic Framework. Evaluate and report on the Environmental Implementation Plan (EIP) of the Human Settlements Sector. Evaluate and report on the Sustainable Development Goals (SDGs) for the Human Settlements Sector.

ENQUIRIES : Mr L Manyama Tel No: (012) 444-9118
APPLICATIONS : Applications can be e-mailed to director@daisyadvertising.co.za
NOTE : Female candidates and people with disabilities are encouraged to apply

POST 35/70 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DOHS/35/2022**
Branch: Chief Financial Officer
Chief Directorate: Financial Management
Directorate: Supply Chain Management
Re-advertisement. Candidates who previous applied are encouraged to re-apply.

SALARY : R1 073 187 per annum (Level 13), all-inclusive salary package
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of Matric/ Grade 12 coupled with an appropriate recognized three (3) or four (4) year Diploma/ Degree (NQF level 6/7 as recognized by SAQA) in Finance/ Supply Chain Management or any other relevant qualification. The applicant must have a minimum number of five (5) years' experience in a middle management position and / or senior management level in the Supply Chain Management environment. The applicant must have knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, related guidelines and instruction notes. In addition, the applicant must be computer literate, with an understanding of government transversal financial systems. Knowledge of the government bidding process, stores management, asset management and contract management. Ability to communicate well at all levels with good negotiation skills is important. A team leader with integrity who is able to work under pressure, adapt to a changing environment with good management skills. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

DUTIES : The successful candidate will be responsible for: Demand Management of Goods and Services, Acquisition Management, Asset Management, Stores Management, Manage the rendering and coordination of corporate traveling and fleet management. Manage the administration of the Supply Chain Management Directorate.

ENQUIRIES : Mr L Manyama Tel No: (012) 444-9138
APPLICATIONS : Applications can be e-mailed to director@daisyadvertising.co.za
NOTE : Female candidates and people with disabilities are encouraged to apply.