

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** : 11 November 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 41/90** : **DEPUTY DIRECTOR: RENTAL AND SOCIAL HOUSING SUPPORT REF NO: DOHS/44/2022**
Branch: Affordable, Rental and Social Housing
Chief Directorate: Rental and Social Housing
Directorate: Rental and Social Housing – Region 1
Sub-Directorate: Private Rental Development
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11)
: Pretoria
: Matric/Grade 12 or equivalent, relevant Undergraduate qualification (NQF level 6/7) as recognized by SAQA in the Built Environment i.e. Development Planning, Town Planning, Project Management, Property Management or Human Settlements or equivalent qualification at NQF level 7 as recognized by SAQA. At least 3 to 5 years' relevant work experience at managerial entry level (Assistant Director Level or equivalent). Must have working knowledge of the Human Settlements Legislation in particular the Housing Act, 1997 (Act No. 107 of 1997), Social Housing Act, 2008 (Act No. 16 of 2008) and the Rental Housing Act, 1999 (Act No. 50 of 1999) and the Social Housing Policy and all applicable public sector regulatory frameworks such as the PFMA. Must have experience in working in the Human Settlements and Property Management Sectors in particular rental and social housing sectors. Must be competent in Project Management, Project Implementation Monitoring, Budgeting and Reporting. The candidate must have good communication skills (written and verbal), be computer literate, decision making skills, problem solving skills, conflict management skills and ability to work under pressure and meet deadlines. Must have a valid driver's license.
- DUTIES** : The successful candidate will be responsible to provide implementation support to the Human Settlements Affordable Rental and Social housing programmes. Provide support to Municipalities, Provinces and Social Housing Regulatory Authority in the planning of social housing and affordable rental. Ensure that the Annual Performance Plans of the Provincial Departments responsible for Human Settlements and the Social Housing Regulatory Authority are aligned and responsive to the National Development Plan and

the Medium Term Strategic Framework. Ensure that the Department and SHRA maintain a database of credible Social housing pipeline. Implementation Monitoring and reporting on a quarterly and annual basis on the programme implementation. Facilitate the processing and gazetting of the Restructuring Zones. Monitor the regulation and tenanting of the completed Social Housing Units to ensure sustainability of the Social Housing Programme. Provide project implementation support to the Provincial Steering Committees. Onsite project verification and reporting. Contribute to legislative and policy shifts impacting the sector. Coordinate the implementation of legislation on transformation and empowerment of designated groupings.

ENQUIRIES
NOTE

: Mr J Sebola Tel No: (012) 444-9114.
: Female candidates and people with disabilities are encouraged to apply.

POST 41/91

: **ASSISTANT DIRECTOR: PROPERTY MANAGEMENT REF NO: DOHS/45/2022**
Branch: Corporate Services
Directorate: Security and Facilities Management

SALARY
CENTRE
REQUIREMENTS

: R382 245 per annum (Level 09)
: Pretoria
: Candidates should be in possession of a Matric/Grade 12 and an appropriate Undergraduate Diploma/ Degree (NQF level 6/7 as recognized by SAQA) in Property Management or Public Administration or any other relevant qualification. The candidate must have at least with 3-5 years relevant experience at Officer/ Practitioner level in property and facilities management. Candidates must have in-depth understanding of legislative and policy prescripts governing property and facilities management. Candidate should portray the following competencies: good communication skills, people management, policy analysis and development, risk and compliance management, stakeholder management and communication, good interpersonal relations and should be prepared to work under pressure. Knowledge and understanding of Public Works Property legislative framework, strategic capabilities and leadership, Programme and Project Management, report writing. Candidates must have the knowledge of the following: Public Service Regulation, PFMA, Treasury Regulation, Service Delivery Innovation and computer software packages is essential: MS Package (i.e. Word, Excel, and PowerPoint), Microsoft Outlook.

DUTIES

: Facilitate the procurement and allocation of office space and accommodation. Facilitate maintenance services in the Department. Facilitate the procurement and allocation of parking of the Department. Contract Management. Management and Administration of the section.

ENQUIRIES
NOTE

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