

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 e-mailed 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** : 19 December 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 a recent Z83 form, 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. SMS/ MMS posts: Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Pension Fund and a flexible portion in terms of applicable rules. As of 1st 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. 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 46/80** : **DEPUTY DIRECTOR: INTERNATIONAL RELATIONS REF NO: DOHS/52/2022**
Branch: Office of the Director-General
Chief Directorate: Executive Support
Directorate: International Relations
Sub-directorate: Multilateral Relations
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11)
: Pretoria
: Candidates should be in possession of Matric/ Grade 12, relevant undergraduate qualification (NQF level 6/7 as recognized by SAQA) in International Relations/ Political Studies/ Development Studies/ International Economics/ International Law or Public Administration. At least 3 years' experience at junior management/ Entry-level Management/ Supervisor/ Assistant Director Level in international relations, international development, international law or public administration. Knowledge of: Government's Foreign Policy, National Development Priorities, International Multilateral System and Processes, Diplomacy, Strategic Planning, Project Management, Budgeting and Administration. Competencies needed: Client Orientation. Communication (Written, Verbal and Liaison). Planning. Organizing. Problem-solving. Analyzing. Ability to work independently and accurately under pressure. Innovative and creative. Computer literacy. Valid Driver's license. Must be able to travel domestically and internationally, also on short notice. Please note that shortlisted candidates will be required to prepare a written assignment as part of the interview.
- DUTIES** : The successful candidate will be expected to: Manage participation of the Department in relevant international forums by managing the preparatory processes and developing inputs on human settlements matters; Represent

the Department in international forums and processes; Manage relations between the Department and relevant multilateral originations and international agencies such as UN HABITAT, Cities Alliance, African Union, etc. Coordinate the Department's compliance with international multilateral commitments on human settlements matters.

- ENQUIRIES** : Mr L Manyama Tel No: (012) 444-9118
NOTE : Male candidates and people with disabilities are encouraged to apply
- POST 46/81** : **DEPUTY DIRECTOR: PRODUCTION AND DESIGN REF NO: DOHS/54/2022**
 Branch: Corporate Services
 Chief Directorate: Communication Services
 Directorate: Corporate Communication
 Sub-directorate: Production and Design
- SALARY** : R766 584 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : Candidates should be in possession of Matric/ Grade 12, relevant undergraduate qualification (NQF level 6/7 as recognized by SAQA) in Graphic Design/ Visual Communications. 3-5 years' relevant experience at entry level management (Assistant Director Level). Good knowledge of branding, GCIS and other relevant legislation coupled with good analytical abilities. Proven communication skill, both written and verbal. Knowledge of SITA National Key points and a high level of computer literacy. Good planning and organizing skills. Ability to work efficiently and effectively under pressure. Innovative and creative. Valid Driver's license.
- DUTIES** : The successful candidate will be expected to: Develop, manage and implement the departmental Production and Design Policy and Plan; Manage and implement design layout and production processes of all public information and marketing items for print, the website, digital marketing elements and digital media platforms, and television screens or monitors. Regulate and manage Corporate Identity Brand Compliance: Market Departmental Brand Awareness through online ongoing electronic assistance; Approves all design collateral for the website, social media platforms and printed/ produced material to be brand compliant. Manage Strategic Document Design and Production Process: Manage the editing process, the design, layout and production processes of the departmental Annual Report, the Annual Performance Plan and the Strategic Plan. Manage and oversee the updating of the photo-gallery, making sure that recent event photos get uploaded according to the filing system that was created by the official. Manage the Production and Design staff.
- ENQUIRIES** : Mr L Manyama Tel No: (012) 444-9118
NOTE : Female candidates and people with disabilities are encouraged to apply
- POST 46/82** : **DEPUTY DIRECTOR: FINANCIAL INSTITUTIONS COMPLIANCE REF NO: DOHS/55/2022**
 Branch: Affordable, Rental and Social Housing
 Chief Directorate: Affordable Housing
 Directorate: Office of Disclosure
 Sub-Directorate: Financial Institutions Compliance
- SALARY** : R766 584 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENTS : Matric/Grade 12 or equivalent, relevant Undergraduate qualification (NQF level 6/7) as recognized by SAQA in Statistics/ Public Management/ Office Management and Technology/ Social Sciences. At least 3-5 years' relevant experience (at Junior Management/ Assistant Director Level) in analysis and interpretation of information related to home loans and mortgage or related field. The following will serve as recommendations: Computer literacy; Ability to analyze and formulate data; Well-developed interpersonal relationships and proven negotiation skills; Well-developed co-ordination skills; Knowledge and / or experience of the housing environment and information disclosure by financial institutions in terms of Home Loan and Mortgage Disclosure; Report writing skills; Ability to work under pressure and problem mapping skills; Knowledge of research, analysis and interpretation of home loans related information; A valid driver's license will be an added advantage.
- DUTIES** : The successful candidate will support the Office of Disclosure in Performing the duties and responsibilities of analyzing and interpretation of information

disclosed by financial institutions for the preparation of an annual and quarterly reports in terms of the requirement of the Act; Receiving the required information in terms of the Home Loan and Mortgage Disclosure Act, 2000; Investigations to verify the validity of the information received disclosed by financial institutions; Compiling quarterly and annual reports on lending pattern and practices by financial institutions for the Minister; Identifying any possible discriminatory lending patterns and practices in terms provisions of the Act, and Making recommendations on any matter falling within the scope of the Act.

ENQUIRIES
NOTE

- : Mr L Manyama Tel No: (012) 444-9118
- : Female candidates and people with disabilities are encouraged to apply