

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** : 03 February 2023 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. No applications can be e-mailed to the Department.

OTHER POSTS

- POST 02/64** : **DEPUTY DIRECTOR: POLICY, ADVOCACY, IMPACT AND ALIGNMENT**
REF NO: DOHS/01/2023
Branch: Entities Oversight, IGR, Monitoring and Evaluation
Chief Directorate: Compliance and Entities Oversight
Directorate: Legislative Compliance and Monitoring
Sub-directorate: Policy, Advocacy, Impact and Alignment
- SALARY** : R766 584 per annum (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : Matric/ Grade 12, relevant undergraduate qualification (NQF level 6/7 as recognized by SAQA) A recognized Bachelor's degree in Legal, Compliance Management, Public Administration or equivalent thereof. Minimum of 3-5 years' relevant working experience at ASD level. Proven experience in conducting compliance monitoring, risk management, development of legislative compliance policy or compliance frameworks in the public or private sector. Knowledge of prescripts, regulations and legislations pertaining to the Human Settlements Sector and Human Settlements Entities. Investigative, analysis and problem solving skills. Good communications skills (both written and verbal) are essential. In addition, applicants must have good planning, resource management skills, be a team player, able to work under pressure and be willing to travel.
- DUTIES** : The successful candidate will be responsible for: Introduction of tools and measures to monitor compliance and strategic risks in Human Settlements Entities. Drive the development and implementation of Legislative Compliance Policy in Human Settlements Entities. Facilitate the development of compliance and risk registers to monitor compliance and risks in Human Settlements Entities. Monitor implementation of Human Settlements Entities legislation,

investigate potential areas of compliance vulnerability and risks. Propose improvement plans to address non-compliance. Development and consolidation of quarterly and annual status compliance and risk management reports. Coordinate compliance and risk awareness with key stakeholders. Manage the administration and resources of the Sub-Directorate: Legislative Compliance and Monitoring.

ENQUIRIES
NOTE

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

POST 02/65

: **ASSISTANT DIRECTOR: PERFORMANCE AUDIT & AOPI REF NO: DOHS/02/2023**

Branch: Office of the Director-General
Chief Directorate: Executive Support
Directorate: Internal Audit
Sub-directorate: Performance Audit & AOPI

SALARY
CENTRE
REQUIREMENTS

: R393 711 per annum (Level 09)
: Pretoria
: Candidates should be in possession of Matric/Grade 12 or equivalent, SAQA recognized three-year Bachelor's Degree/ Diploma (NQF Level 6/7) in internal audit/Auditing and financial accounting/management, 3-5 years' relevant experience at Officer/ Practitioner/ Senior Auditor in the Internal Auditing field. Internal auditing experience. Experience in performance audit/audit of performance information (AOPI) and completed/Studying towards CIA or PIA would be added advantage. Required knowledge, skills and competencies: Exceptional analytical and decision-making skills, Results orientation skills, Strong prioritization skills and ability to meet deadlines, good written and verbal communication skills as well as interviewing skills and problems solving abilities, presentation, leadership, planning, management, organizing, interpersonal, analytical and negotiations skills. Knowledge of the legislative requirements in the Public Sector e.g. Public Finance Management Act, Treasury Regulations, risk based audit approach, audit universe COSO internal control, risk management, corporate governance, and International Standards for the Professional Practice of Internal Auditing. Membership with the Institute of Internal Auditors, ability to use the working paper tool (teammate) and knowledge of Audit Command Language (ACL) would be added advantage. A valid driver's license.

DUTIES

: The successful candidate will be required to ensure efficient and effective conducting of performance audits and audits of performance information (AOPI). Analyze the audit universe and identify auditable areas to be included in the Internal Audit Plan. Assist with the development of the internal audit plan. Planning of the audits in line with the approved Internal Audit plan and ensure that the engagement objectives are achieved. Ensure audits are conducted in accordance with the approved audit methodology and IIA standards. Development of the planning memorandum/ audit programme. Suggest corrective action; make recommendations, monitor and follow-up. Appraising and monitoring the adequacy of the corrective action taken to improve deficient conditions. Comprehensive documentation of the work performed and compliance in with the IIA standards. Verification of the selected sample against the audit procedures. Obtaining correct supporting documentation for the audit findings. Engaging with the line function management to clear audit queries. Comprehensive documentation of the audit findings including management comments and action plan. Preparation of a draft audit report and submission thereof to the supervisor for review. Assist in making oral or written presentations to management during and at the conclusion of an audit. Assist in discussing deficiencies, recommending corrective action, and suggesting improvements in operations. Assist the staff in identifying training and needs and developing a Personal Development Plan (where applicable).

ENQUIRIES
NOTE

: Ms E Motsepe Tel No: (012) 444-9119
: Male candidates and People with disabilities are encouraged to apply.