

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.

- CLOSING DATE** : 10 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 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). 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 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. *SMS posts:* 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

- POST 03/67** : **DEPUTY DIRECTOR-GENERAL: RESEARCH, POLICY, STRATEGY AND PLANNING REF NO: DOHS/03/2023**
Branch: Research, Policy, Strategy and Planning
- SALARY CENTRE REQUIREMENTS** : R1 590 747 per annum (Level 15), all-inclusive salary package
: Pretoria
: Applicants should be in possession of Matric /Grade 12. Relevant Undergraduate qualification (NQF level 7 as recognized by SAQA) in Human Settlements/ Public Administration/ Public Management or any other relevant qualification and a relevant post graduate qualification (NQF level 8 as recognized by SAQA). Extensive working experience (At least 8 - 10 years' experience at a senior management level) related to the built environment sector, evaluate compliance with applicable legislation and regulations, ability to draft or familiarity with the human settlement sector. Extensive Knowledge of applicable legislation, policies, procedures, prescripts and practices in the research, policy, strategy and planning environment. Expert knowledge of operation and project management with an ability to implement programmes and projects timeously. Advanced strategic planning and financial management will be an added advantage. Good communication (written and verbal) and negotiation skills. Pre-Entry Certificate for the Senior Management Services is compulsory.
- DUTIES** : The successful candidate will be responsible for the following: Provide strategic and operational leadership and management for the Department research functions and programmes. Provide strategic and operational leadership and management for the Department policy functions, responsibilities and mandates. Provide strategic and management of the Department planning

functions, responsibilities and mandates. Provide strategic and operational leadership and management for the Department strategy functions, responsibilities and mandates. Strategic management support to the Accounting and Executive Officers of the Department. Strategic management, oversight and reporting of matters related to human and financial resources allocated to the Research, Policy, Strategy and Planning Branch.

**ENQUIRIES
APPLICATIONS**

: Ms M Thusi Tel No: (012) 444-9013
: Applications can be e-mailed ddgrpsp@basadzi.co.za

POST 03/68

: **DEPUTY DIRECTOR-GENERAL: INFORMAL SETTLEMENTS UPGRADING
AND EMERGENCY HOUSING REF NO: DOHS/05/2023**
Branch: Informal Settlements Upgrading and Emergency Housing
(Re-Advertisement: This is a re-advertisement. Candidates who previously applied are encouraged to re-apply)

**SALARY
CENTRE
REQUIREMENTS**

: R1 590 747 per annum (Level 15), all-inclusive salary package
: Pretoria
: Applicants should be in possession of Matric /Grade 12. Relevant Undergraduate qualification/ Bachelor's degree or equivalent (NQF level 7 as recognized by SAQA) and a relevant post graduate qualification (NQF 8 as recognized by SAQA) in Town/ urban and Regional Planning or related fields/ Construction Management/ Housing other relevant fields of study. Extensive working experience (At least 8 - 10 years' experience at a senior management level) related to property management, evaluate compliance with applicable legislation and regulations, ability to draft or familiarity with the human settlement sector. Extensive Knowledge of applicable legislation, policies, procedures, prescripts, and practices in the affordable, rental and social housing environment. Expert knowledge of operations and project management with an ability to implement programmes and projects timeously. Advanced strategic planning and financial management will be an added advantage. Good communication (written and verbal) and negotiation skills. Pre-Entry Certificate for the Senior Management Services is compulsory.

DUTIES

: The successful candidate will be responsible for the following: Provide leadership and oversight on the development of informal settlements upgrade policies, strategies, and plans. Overseeing the upgrading of informal settlements and the provision of temporary housing in emergency situations and relief during disasters. Provide leadership and oversight on development of a framework to direct the development of credible business plans for informal settlements upgrading. Provide leadership and oversight on framework or guidelines for the assessment of upgrading plans and credibility of business plans. Ensure the coordination of provincial and municipal business plans and aligned to the national informal settlement business plan. Ensure the alignment of the business planning framework with e-system and digitalization of business plans national, provincially, metros and municipalities.

**ENQUIRIES
APPLICATIONS**

: Ms M Thusi Tel No: (012) 444-9013
: Applications can be forwarded to ddgisueh@basadzi.co.za

POST 03/69

: **DEPUTY DIRECTOR-GENERAL: CHIEF FINANCIAL OFFICER REF NO:
DOHS/07/2023**
Branch: Chief Financial Officer
Re-Advertisement, this is a re-advertisement. Candidates who previously applied are encouraged to re-apply

**SALARY
CENTRE
REQUIREMENTS**

: R1 590 747 per annum (Level 15), all-inclusive salary package
: Pretoria
: Applicants should be in possession of Matric /Grade 12. Relevant Undergraduate qualification/ Bachelor's degree or equivalent (NQF level 7 as recognized by SAQA) and a relevant post graduate qualification (NQF 8 as recognized by SAQA) in Financial or Business Management. Extensive working experience (At least 8 - 10 years' experience at a senior management level) related to grant and finance management, preparation and management of strategic plans and budgeting as well as implementing internal systems and control to ensure sound financial management. Extensive Knowledge of applicable legislation, policies, procedures, prescripts, and practices in the financial environment. Expert knowledge of grant and finance management with an ability to implement programmes and projects timeously. Advanced strategic planning and financial management will be an added advantage.

- Good negotiation skills. Good communication (written and verbal) and negotiations skills. Knowledge of the legislative framework of the Public Service in terms of financial management. Pre-Entry Certificate for the Senior Management Services is compulsory.
- DUTIES** : The successful candidate will be responsible for the following: Establish and maintain effective, efficient, and transparent systems related to financial, risk management, internal control in accordance with the PFMA and Treasury Regulations as well as procurement and provisioning systems which is fair, equitable transparent, competitive and cost effective and ensure compliance. Take effective and appropriate steps to collect income, prevent unauthorized, irregular and fruitless as well as wasteful expenditure and report unauthorized, irregular or fruitless and wasteful expenditure. Ensure adherence to the transfer of assets and liabilities management, compliance to any tax, levy, duty, pension and audit commitments required by legislation. Responsible for budgetary control thus ensure that expenditure of the department is in accordance with the vote of department including conditional grant budget provisions. Ensure that proper record of the departments' financial affairs is in accordance with prescribed norms and standards and submission/ available of these reports to all relevant role-players e.g. executive authority. Ensure that proper grant management in terms of program management in DORA Act.
- ENQUIRIES APPLICATIONS** : Ms M Thusi Tel No: (012) 444-9013
: Applications can be forwarded to ddgcfo@basadzi.co.za
- POST 03/70** : **CHIEF DIRECTOR: TRANSVERSAL PROGRAMMES AND PROJECTS REF NO: DOHS/04/2023**
Branch: Affordable, Rental and Social Housing
Chief Directorate: Transversal Programmes and Projects
- SALARY CENTRE REQUIREMENTS** : R1 308 051 per annum (Level 14), all-inclusive salary package
: Pretoria
: Matric/Grade 12 or equivalent, relevant Undergraduate qualification (NQF level 7) as recognized by SAQA in Planning/ Engineering/ Architecture. An applicable post-graduate qualification in the built environment maybe considered as an added advantage in conjunction with all other qualifications. Extensive 5 years' experience at senior management level in housing and human settlements programme and project management. Relevant experience and track record in programme and project planning, funding, implementation, monitoring and oversight. Knowledge and understanding of housing and the human settlements sector including policy, legislative, regulatory compliance and governance universe and environment. Capable and competent financial, human resource and administrative experience. Manage operations to achieve the planned outcomes of the Chief Directorate. Applicants must be in possession of strategic capabilities and leadership qualities. Applicant must be able to develop strategies and manage the implementation thereof. Knowledge and experience in Financial Prescripts and Practices as well as strategic capacity and leadership. Proven high-level liaison, written and verbal communication will be important. Strong focus on service delivery innovation. A certificate for entry into Senior Management Services (SMS) is compulsory.
- DUTIES** : The successful candidate will be responsible for the Management of national programme technical planning, funding and implementation plans and support for APEX Projects Type A, B, C (Catalytic Projects, Revitalization of Mining Towns and Title Deeds. Monitor and report on programme utilization, prioritization and applications of grants, report progress in the implementation of APEX Projects. Manage the prioritization and achievement of national programme targets in APEX Projects. Manage, co-ordinate and facilitate the national accreditation programme of municipalities.
- ENQUIRIES APPLICATIONS NOTE** : Mr C Ramalepe Tel No: (012) 444-9113
: Applications can be e-mailed to cddtp@basadzi.co.za
: Female candidates and people with disabilities are encouraged to apply.
- POST 03/71** : **CHIEF DIRECTOR: EXECUTIVE SUPPORT AND COORDINATION REF NO: DOHS/08/2023**
Branch: Office of the Director-General
- SALARY CENTRE** : R1 308 051 per annum (Level 14), all-inclusive salary package
: Pretoria

REQUIREMENTS

: Candidates should be in possession of Matric/Grade 12 or equivalent. A Bachelor's degree in Public Administration / Social Sciences/ Natural Sciences/ Business Sciences (NQF 7). A Postgraduate qualification (NQF 8) will be an added advantage. Five years' experience at a senior managerial level. Five to eight years' experience within the Public Service particularly in the Human Settlements Sector. Knowledge of the HS Sector including relevant governing legislation and hierarchy/ protocol. Working experience in high level government offices such as the Office of the Director-General and Office of the Minister. Experience in financial budgeting management and business planning processes. Sound knowledge of project and programme management. Strategic capacity and leadership. Experience in change and knowledge management. Service delivery innovation. People management and empowerment. Problem solving and analysis. Client orientation and customer focus. Excellent facilitation, presentation, communication, report writing, accountability and ethical conduct.

DUTIES

: The successful candidate will be responsible for the following: Manage the overall functional support to the office of the Director-General. Provide executive support including strategic advice to the Director-General on key and high level Human Settlements matters. Effectively manage the linkage of the office of the Director-General with the Office of the Minister/s. Coordinate effective operational and business planning processes, ensure and oversee the plans' implementation as per Strategic Planning of the Department. Engage various branches and consolidate all strategic information in order to conduct monitoring and evaluation for the performance of the Department. Ensure quality assurance of all correspondence submitted to and from the office of the Director-General. Ensure setting up and convening of High Level Governance Structures & Entities and provide necessary support, secretariat services and logistical arrangements. Set up and manage a Departmental Corporate calendar. Manage Director-General's and Department's interaction and strategic engagement with various key stakeholders such as Parliament, Cabinet, FOSAD, other Government Departments and international stakeholders. Ensure, manage and facilitate Director-General's interface and oversight to the Human Settlements Entities. Facilitate meetings, present on behalf of the DG and Department and chair various forums and governance structures.

ENQUIRIES

: Mr C Ramalepe Tel No: (012) 444-9113

APPLICATIONS

: Applications can be e-mailed to cdesc@Basadzi.co.za

NOTE

: Female candidates and people with disabilities are encouraged to apply.