

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** : 10 March 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 new 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). 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. 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 07/98** : **ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: DOHS/10/2023**
Branch: Office of the Minister
- SALARY** : R766 584 per annum (Level 11)
CENTRE : Pretoria
REQUIREMENT : Matric/ Grade 12, relevant undergraduate qualification (NQF level 7 as recognized by SAQA). 3 – 5 years' experience at management level and a knowledge of Ministry operations. Computer Literacy as well as good communication skills (both written and verbal) is essential. Broad knowledge and understanding of the functional areas covered by the Minister's portfolio. Working knowledge of the political and parliamentary process in South Africa. Proven Policy analysis and development experience. 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: Managing the administrative and co-ordination activities within the office of the executive authority. Liaising with internal and external role players with regard to matters relating to the portfolio of the executive authority. Render a Cabinet/executive council support service to the executive authority. Supervise employees.
- ENQUIRIES** : Mr L Manyama Tel No: (012) 444-9118
NOTE : Female candidates and People with disabilities are encouraged to apply.
- POST 07/99** : **PARTLIAMENT AND CABINET SUPPORT OFFICER REF NO: DOHS/11/2023**
Branch: Office of the Minister
- SALARY** : R766 584 per annum (Level 11)
CENTRE : Pretoria

REQUIREMENTS

: Matric/ Grade 12, relevant undergraduate qualification (NQF level 7 as recognized by SAQA). 3 – 5 years' experience at management level and working knowledge of Ministry operations. Computer Literacy as well as good communication skills (both written and verbal) is essential. Proven management competencies. Broad knowledge and understanding of the functional areas covered by the Minister's portfolio. Working knowledge of the political and parliamentary process in South Africa. Proven Policy analysis and development experience. 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: Monitoring events in the Parliament/ the legislature to identify matters that have a bearing on the portfolio of the Minister. Monitor events in Cabinet/ Executive Council to identify matters that have a bearing on the portfolio of the Minister. Render an efficient and effective Parliament service. Co-ordinate and control movements between the Pretoria and Cape Town Offices and Parliamentary sessions (where applicable). Study the relevant Public Service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood correctly.

ENQUIRIES

: Mr L Manyama Tel No: (012) 444-9118

NOTE

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