

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** : 19 June 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. 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 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 19/41** : **DIRECTOR: HUMAN SETTLEMENT PROGRAMMES AND PROJECT EVALUATION REF NO: DOHS/20/2023**
 Branch: Entities Oversight, IGR, Monitoring and Evaluation
 Chief Directorate: Sector Information Management System (IMS) & Performance Monitoring and Evaluation
 Directorate: Human Settlements Programmes and Projects Evaluation
 (This is a re-advertisement, candidates who previous applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R1 162 200 per annum (Level 13), all-inclusive salary package
 : Pretoria
 : Candidates should be in possession of Matric/Grade 12, relevant Bachelor's degree in Built Environment (NQF level 7), Economics or equivalent thereof as recognized by SAQA. Proven experience in both project and programme management and evaluation. Proven qualitative and quantitative research methodology skills. Knowledge and understanding of statistical analysis packages. Good report writing skills. Minimum of 5 years relevant experience at middle management level. Knowledge and understanding of the Housing Legislative Framework, prescripts, policies, and practices relevant to the human settlements Sector. Good problem-solving skills coupled with strategic capacity, leadership, and planning. Knowledge and understanding of financial prescripts and practices as well as financial management skills. Knowledge and understanding of Service Delivery models. Good people management skills, empowerment, and time management. The successful candidate must

be results driven and be able to work under pressure. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course. The course is available on the NSG website under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

DUTIES : The successful candidate will be responsible for: The evaluation and compliance of human settlements projects and programmes as a sector. Provide strategic intervention on the performance of sector projects and programmes. Provide evaluation reports on the sector. Evaluate compliance to the Monitoring and Evaluation Policy and Implementation Framework (MEIA) for the Human Settlements Sector aligned to the Medium-Term Strategic Framework. Evaluate and report on the Environmental Implementation Plan (EIP) of the Human Settlements Sector. Evaluate and report on the Sustainable Development Goals (SDGs) for the Human Settlements Sector.

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

APPLICATIONS : Applications can be e-mailed to dohs@ursonline.co.za

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

POST 19/42 : **DIRECTOR: SECTOR STRATEGY DEVELOPMENT REF NO: DOHS/21/2023**
Branch: Research, Policy, Strategy and Planning
Chief Directorate: Sector Strategy Development

SALARY : R1 162 200 per annum (Level 13), all-inclusive salary package

CENTRE : Pretoria

REQUIREMENTS : Matric/Grade 12 or equivalent, relevant Undergraduate qualification (NQF level 7) as recognized by SAQA in Social Sciences/ Built Environment/ Economic and Management Services. Extensive 5 years' experience at middle/ senior management level in research, strategy formulation and project management. 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 Directorate. Applicants must be in possession of strategic capabilities and leadership qualities. Applicants must be able to develop strategies and manage the implementation thereof. Proven high-level liaison, written and verbal communication will be important. Strong focus on service delivery innovation. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course. The course is available on the NSG website under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>

DUTIES : The successful candidate will be expected to manage the development of human settlement strategy; manage the development of the implementation framework for the human settlements strategy; manage the roll-out of the strategy across the sector; provide support in ensuring alignment of sector plans to the human settlements strategy.

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

APPLICATIONS : Applications can be e-mailed to dohs@ursonline.co.za

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

OTHER POSTS

POST 19/43 : **ORGANISATIONAL DESIGN PRACTITIONER REF NO: DOHS/22/2023**
Branch: Corporate Services

SALARY : R294 321 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : Candidates should be in possession of a Diploma/Degree (NQF Level 6/7) in Management Services/Operations Management/Production Management/ Industrial Engineering/ Human Resource Management/ Industrial Psychology OR any other equivalent qualification in Work-Study/Organizational Development. Minimum 2 years relevant experience. A certificate in Job Evaluation Analysis from the National School of Government. Good knowledge

of the Public Service Act, Public Service Regulations, Directive on changes to Organisational Structures by Departments, Batho-Pele Principles, Computer literacy, good communication skills (both written and verbal), Interpersonal skills.

DUTIES : The successful candidate will be responsible to Conduct Job Evaluations. Develop and/or review Job Descriptions. Conduct Organisational Design and work-study investigations. Develop and/or review of the Department's Organisational Structure. Provide Administrative support to the unit.

ENQUIRIES : Ms N Zondo Tel No: (012) 444 9213
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

POST 19/44 : **COMMUNICATION OFFICER REF NO: DOHS/24/2023**
Branch: Corporate Services

SALARY : R241 185 per annum (Level 06)
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/ Motion Graphics. Experience in graphic design and motion graphics will be an added advantage. Good communication skill, both written and verbal. Knowledge of all adobe Creative Cloud Applications (design software) 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 will be an added advantage.

DUTIES : The successful candidate will be expected to: Assist in Departmental production, design, layout, and production processes. Assist in designing social media artwork. Assist in managing the departmental brand on all designed collateral. Manage administrative content in the unit.

ENQUIRIES : Ms N Zondo Tel No: (012) 444-9213
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

NOTE : Male candidates and people with disabilities are encouraged to apply