

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** : 04 August 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). 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 must 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 25/35** : **OFFICE MANAGER TO THE DEPUTY DIRECTOR-GENERAL: CHIEF FINANCIAL OFFICER REF NO: DOHS/36/2023**
Branch: Chief Financial Officer
Re-advertisement, Candidates, who previously applied, are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11)
: Pretoria
: Applicants must be in possession of Matric/Grade 12 or equivalent; and a relevant undergraduate qualification (Diploma/ Bachelor's degree) in Public Administration/ Office Management or any other relevant qualification, (NQF level 6/7 as recognized by SAQA). 3 - 5 years' relevant experience at entry level management (Assistant Director level) in an administrative environment. Knowledge and understanding of applicable public sector legislation, policies, procedures, prescripts and practices, as well as government financial management (budget and procurement processes). The applicant should further be computer literate (MS Word, MS excel, MS PowerPoint, Email and Internet). The applicant should also have advanced skills in planning and organizing, analytical, typing, report writing, verbal and written communication, verbal and telephone etiquette, interpersonal relations, networking, negotiation, basic project management, innovation, creativity and ability to work under pressure.
- DUTIES** : The successful candidate will be responsible for the following: Provide secretarial and administrative support in the Office of the DDG: CFO: Develop and maintain an effective document flow system for routing of incoming and outgoing documents, correspondence, submissions, etc. in the Office of CFO including their safe keeping and safe custody. Follow up on processed correspondence and business transactions and issued instructions, tasks and

projects to ensure their timeous actioning, approval and completion. Direct work instructions/ correspondence to relevant Branch, Chief Directors and Directors; Coordinate all DDG's and Branch administrative logistics for meetings, acting, leave, travelling arrangements, etc; Coordinate Branch meetings/ workshops, sessions (Strategic, Administrative, Core Business related) & follow up on actioning and conclusion of meeting decisions, instructions, directives/ tasks; Prepare consolidate and distribute all Branch related meetings documents & record proceedings of all Branch meetings thereof. Coordinate collation, compilation and submission of all Branch related obligations: Financial management (budgetary, procurement and acquisitions inputs and reporting on financial performance and compliance thereof); Strategic, annual performance, operational and business plans and monthly, quarterly and annual performance reporting thereof); Mandatory compliance obligations to relevance oversight structures; Relevant responses to Branch related queries, questions, exceptions, reports (Internal Audit, Risk, National Treasury, Office of the Auditor-General, Parliament); Timeously alert DDG: CFO on any emerging incidents/ risks/ factors risks that could affect service delivery outcomes. Ensure proper, efficient and cost effective management of Branch resources as well as Branch compliance to prescribed controls and reporting systems; Manage budget, expenditure and assets of DDG: CFO's Office including procurement, maintenance and disposal of office furniture, equipment, stationery, groceries, etc.; Check, verify, report on Branch expenditure, including alerting the DDG on budget/ expenditure discrepancies. Support the DDG on implementation of tasks/ assignments as directed by Minister/ DG including to coordinate compilation and collation of responses for Parliamentary Questions, Portfolio Committees, and other governance structures; Support DDG in any assigned cluster responsibilities.

ENQUIRIES
NOTE

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

POST 25/36

: **DEPUTY DIRECTOR: MINING TOWNS REVITALISATION REF NO: DOHS/37/2023**
Branch: Affordable, Rental and Social Housing
Chief Directorate: Transversal Programmes and Projects
Directorate: Apex Project Type B

SALARY
CENTRE
REQUIREMENTS

: R811 560 per annum (Level 11)
: Pretoria
: Applicants must be in possession of Matric/Grade 12 or equivalent; and a relevant undergraduate qualification (Diploma/ Bachelor's degree) in Development Planning / Town Planning or related built environment qualification (NQF level 6/7 as recognized by SAQA). At least 3 - 5 years' experience at junior management / Entry-level Management / Supervisor / Assistant Director Level in the planning, implementation and management of programmes and projects. Knowledge of: National Development Priorities, South Africa's Housing legislative framework and related regulations, South Africa's Mining and Minerals legislative framework, related regulations and its applicability to housing and human settlements development, inter-governmental relations in the context of spatial planning, development planning and mining, alignment of municipal Integrated Development Plans with Social and Labour Plans of mines, programme management, project planning, project implementation and monitoring, programme and project budgeting and administration, strategic planning and management, packaging of public/private projects. Applicants must be competent in the following: information analysis; report writing and ability to produce good quality documents: planning and organizing: ability to work independently and in team environments; ability to work under pressure; problem solving: Innovative and creative. Computer literacy. Valid driver's license. Ability to travel to provinces with mining communities.

DUTIES

: The successful candidate will be responsible for the following: The successful candidate will be expected to: manage relations between the department and relevant government stakeholders, mining companies and identify areas of mandate alignment and inform the structuring of operational programmes and plans; facilitate the development of mining towns human settlements spatial transformation plans and facilitate endorsement by municipal Councils; support provinces to set implementation targets; assist provinces and municipalities to conceptualize/identify mining towns revitalization projects and facilitate

partnerships with mining companies; guide provinces and municipalities with developing multi-year development plans and implementation priorities; assist provinces to develop credible project pipelines and implementation plans; facilitate the development of project plans; in line with applicable grant frameworks, ensure the alignment of projects to the broader grant funding and strategic objectives of the programme; contribute to overall effective functioning of the provinces on the assigned projects; facilitate the development and signing of MOUs and partnership project agreements; analyze provincial annual business plans and prepare analysis reports for approval; analyze project implementation progress reports of provinces and human settlements entities; coordinate national technical steering committee meetings with relevant stakeholders; represent the department relevant national, provincial and municipal forums; manage the budget of the sub-directorate; manage and support staff through the performance management system and staff development.

ENQUIRIES

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

NOTE

: Female candidates and People with disabilities are encouraged to apply. Please note that the shortlisted candidates will be required to prepare a written assignment or PowerPoint presentation to present to the panel as part of the interview.