

## 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.*

<b><u>CLOSING DATE</u></b>	:	14 August 2023 at 16h00
<b><u>NOTE</u></b>	:	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 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

<b><u>POST 26/59</u></b>	:	<b><u>DIRECTOR: SECTOR INFORMATION MANAGEMENT SYSTEMS REF NO: DOHS/35/2023</u></b> Branch: Entities Oversight, IGR, Monitoring and Evaluation Chief Directorate: Sector Information Management System (IMS) & Performance Monitoring and Evaluation
<b><u>SALARY</u></b>	:	R1 162 200 per annum (Level 13), all-inclusive salary package.
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Candidates should be in possession of Matric/Gr 12 or equivalent; Bachelor's degree/ Advanced Diploma in Computer Science/ Information Technology/ Computer Engineering /Management Information Systems (MIS) (NQF level 7); SQL Certification; Digital Transformation Certification or relevant qualifications as recognized by SAQA. Minimum experience: 5 years' relevant experience at middle/senior management level. Broad knowledge and experience related to computer systems and technologies, strong problem-solving and analytical skills, good interpersonal, communication, planning, and the ability to think logically. Knowledge of Monitoring and Evaluation systems and processes. Proficiency in Microsoft SQL and MS Access. Proficiency in Digital Transformation. Ability to manage Big Data storage, retrieval & security, Customer experience, Data & Analytics, Cloud Computing, Mobility, and Process Efficiency. Highly developed skills in database management, 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 coupled the application of Treasury Regulations.

Knowledge and understanding of statistical analysis packages. Understanding the importance of people management and empowerment and time management. Knowledge and understanding of Service Delivery models. Knowledge and understanding of the candidate regarding the human settlements and housing projects life cycle. The successful candidate must be focused on results and quality management. Planning and organizing skills as well as creative and innovative skills will be an added advantage. Prior to appointment, a candidate will 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>. The appointed candidate will be expected to sign a performance agreement and disclose his or her financial interests.

**DUTIES** : The successful candidate will be responsible for: Manage and coordinate the implementation and maintenance Information Management Systems related to the Human Settlements environment. Design, develop and maintain the information systems environment. Provide a managed digital infrastructure that enables access to information and communication. Provide functional and technical support to information systems environment. Manage the designing of data processing and access protocols. Provide data management and delivery trends services. Manage and maintain a GIS environment to support Human Settlements Programmes and projects.

**ENQUIRIES** : Mr C Ramalepe Tel No: (012) 444-9113  
**APPLICATIONS** : Applications can be e-mailed to [dhsjobs@tntholdings.co.za](mailto:dhsjobs@tntholdings.co.za)  
**NOTE** : Female candidates and people with disabilities are encouraged to apply

**OTHER POST**

**POST 26/60** : **OFFICE MANAGER TO THE DEPUTY DIRECTOR-GENERAL: INFORMAL SETTLEMENT UPGRADING AND EMERGENCY HOUSING REF NO: DOHS/40/2023**  
 Branch: Informal Settlements Upgrading and Emergency Housing

**SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11)  
 : Pretoria  
 : Applicants must be in possession of Matric/Grade 12 or equivalent; and an 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: Informal Settlements Upgrading and Emergency Housing: Develop and maintain an effective document flow system for routing of incoming and outgoing documents, correspondence, submissions, etc. in the Office of DDG: Informal Settlements Upgrading and Emergency Housing 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: Informal Settlements Upgrading and Emergency Housing 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: Informal Settlements Upgrading and Emergency Housing'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**  
**APPLICATIONS**

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

**NOTE**