

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.

<u>APPLICATIONS</u>	:	Applications can be e-mailed to jobs@dhs.gov.za.
<u>CLOSING DATE</u>	:	02 October 2023 at 16h00
<u>NOTE</u>	:	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

<u>POST 33/96</u>	:	<u>DIRECTOR-GENERAL REF NO: DOHS/34/2023</u> (5 Year Contract)
<u>SALARY</u>	:	R2 158 533 per annum (Level 16), All-inclusive salary package and 10% non-pensionable HoD Allowance
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Matric/Grade 12 or equivalent, an Undergraduate qualification in Public Administration/ Management/ Business Management/ Human Settlements or any other relevant qualification (NQF level 7) as recognized by SAQA and a relevant post-graduate qualification (NQF level 8) as recognized by SAQA. 8 -10 years' relevant experience at senior management level of which at least 3 years should be with any organ of state as defined in the Constitution. 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 in line with the mandate of the Department. 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. 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 the following Key Performance Areas: Oversee research, policy development, strategy formulation and planning within the Human Settlements Sector. Oversee upgrading of Informal Settlements and the provision of Emergency Housing. Oversee the delivery of Affordable Rental and Social Housing. Oversee departmental entities, Intergovernmental Relations and monitoring and evaluation of human settlements programmes and projects. Oversee the provision of corporate support services. Oversee finances of the department and grants allocated for human settlements programmes. Oversee the provision of Executive support services. Oversee the provision of Risk and Integrity management services. Oversee the provision of Internal Audit services.

ENQUIRIES

: Ms M Thusi Tel No: (012) 444-9082