

## 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>APPLICATIONS</u></b>	:	Applications can be e-mailed to dohs@ursonline.co.za
<b><u>CLOSING DATE</u></b>	:	09 October 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. 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 34/55</u></b>	:	<b><u>DIRECTOR: HUMAN SETTLEMENTS PROGRAMMES AND PROJECTS MONITORING REF NO: DOHS/42/2023</u></b> Branch: Entities Oversight, IGR, Monitoring and Evaluation Chief Directorate: Sector Information Management System (IMS) & Performance Monitoring and Evaluation Directorate: Human Settlements Programmes and Projects Monitoring
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 162 200 per annum (Level 13) Pretoria Candidates should be in possession of Matric/Gr 12 or equivalent; Bachelor's degree/ Advanced Diploma in in Social / Economic Science/ Built Environment (NQF level 7) or any other relevant qualifications as recognised by SAQA. Minimum experience: 5 years' relevant experience at middle/senior management level. Knowledge and understanding of the Housing Legislative framework as well as Prescripts, Policies and Practices relevant to the Housing 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 and the application of Treasury Regulations. Knowledge of Programme monitoring and evaluation guidelines, processes and procedures, Research and development. Knowledge and understanding of statistical analysis packages such as STATA/ SPSS/ SAS / MS Excel and other relevant data analysis software. Understanding the importance of people management and empowerment and

time management. Knowledge and understanding of Service Delivery models. Practical experience in programmes monitoring, research and analysis. The successful candidate must be focused on results and quality management. Planning and organising skills as well as creative and innovative will be an added advantage. Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course (certificate is submitted prior to appointment). 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: Monitor the implementation and performance of the National Human Settlements policies, programs, projects, and priorities financed through the Human Settlements Development Grant (HSDG). Verification of quarterly reported performance of running projects financed through the HSDG. Collation of data and report on Medium Term Strategic Framework (MTSF) performance. Manage resources allocated to the Directorate.

**ENQUIRIES**

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

**NOTE**

: Female candidates and people with disabilities are encouraged to apply