

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

APPLICATIONS
CLOSING DATE
NOTE

- : Please apply online at <http://professionaljobcentre.gpg.gov.za>
- : 25 March 2024
- : Requirement of applications: no late applications will be considered. No faxed or emailed applications will be accepted. The Gauteng Department of Human Settlements promotes equal opportunity and aims to implement affirmative action measures to address the disadvantages in employment. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference. Whites, Indians, Coloureds and Persons with disabilities are encouraged to apply. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at <http://professionaljobcentre.gpg.gov.za> and it should be accompanied by a new Z83 and a comprehensive Curriculum Vitae (CV) only. Certified copies of qualifications, Identity and valid driver's license (where driving/travelling is an inherent requirement of the job) will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. For all SMS positions, the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government and possession of the SMS Pre-Entry Certificate is required prior to appointment. For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment (s) to the advertised post(s).

MANAGEMENT ECHELON

POST 09/29

- : **CHIEF DIRECTOR: SUSTAINABLE PLANNING REF NO: REFS/019878**

SALARY
CENTRE
REQUIREMENTS

- : R1 371 558 per annum, (all - inclusive package)
- : Johannesburg
- : A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Town and Regional Planning. A minimum of 5 years' experience at Middle/Senior management level within Infrastructure Delivery Planning and Regional Planning environment. Registration with SACPLAN will be an added advantage. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of all the Public Service prescripts applicable to the role as well as the Department's mandate. Knowledge of performance management frameworks applicable in the Public Service and proven strategies in performance improvement. Competencies: Strategic capability and Leadership, People Management and empowerment, Programme and Project Management, Financial Management and Change Management. Problem solving and analysis, Client orientation and customer focus, Service Delivery Innovation, Honesty and Integrity. Personal Attributes: Good written and verbal communication. Self-motivated. Work well under pressure. Good Interpersonal skills. Supportive and knowing how to draw the best energy out of the team. Reliable and Responsible. Positive attitude.

DUTIES

- : Provide strategy on the identification, initiation and conducting of research that informs the planning and implementation of Human Settlements programmes in the province. Oversee the management of planning and design processes of sustainable human settlements. Ensure the provision of Geographical Information System (GIS) support to all projects and programmes in the departments. Provide strategic guidance in managing and optimising the department community empowerment, public participation, service delivery and community outreach programmes Management of the business unit.

ENQUIRIES

- : Ms A Mogaswa at 072 313 8052

POST 09/30 : **CHIEF DIRECTOR BENEFICIARY MANAGEMENT REF NO: REFS/019874**

SALARY : R1 371 558 per annum, (all - inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration Management. A minimum of 5 years' relevant experience at Middle/Senior Management level. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of all the Public Service prescripts applicable to the role as well as the Department's mandate. Knowledge of performance management frameworks applicable in the Public Service and proven strategies in performance improvement. Competencies: Strategic capability and Leadership, People Management and empowerment, Programme and Project Management, Financial Management and Change Management. Problem solving and analysis, Client orientation and customer focus, Service Delivery Innovation, Honesty and Integrity. Personal Attributes: Good written and verbal communication. Self-motivated. Work well under pressure. Good Interpersonal skills. Supportive and knowing how to draw the best energy out of the team. Reliable and Responsible. Positive attitude.

DUTIES : Provide strategic direction on development, implementation and maintenance of appropriate systems and policies to ensure effective and efficient management of resources. Provide statistical analyses and alignment of the provincial housing needs in terms of the human settlements' programmes. Oversee and ensure planning for beneficiary management in line with Integrated Development Planning to inform the infrastructure planning. Oversee the management of customer care support. Management of the business unit.

ENQUIRIES : Ms A Mogaswa at 072 313 8052

POST 09/31 : **CHIEF DIRECTOR: STRATEGY AND SYSTEMS REF NO: REFS/019881**

SALARY : R1 371 558 per annum, (all - inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Public Management /Business Management or any relevant qualification at NQF level 7 in Management. A further qualification in Strategic Management or Monitoring and Evaluation. A minimum of 5 years relevant experience at Middle/Senior managerial level, with a minimum of 15 years' experience in Strategic Planning, Monitoring and Evaluation environment. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of all the Public Service prescripts applicable to the role as well as the Department's mandate. Knowledge of performance management frameworks applicable in the Public Service and proven strategies in performance improvement. Good Knowledge and Understanding of the Revised Framework for Strategic and Annual Performance Plans, FMPPI, MTEF, MTSF and PI Frameworks and other relevant prescripts, proven ability to produce quality assured work and manage deadlines. Competencies: Strategic capability and Leadership, People Management and empowerment, Programme and Project Management, Financial Management and Change Management. Problem solving and analysis, Client orientation and customer focus, Service Delivery Innovation, Honesty and Integrity. Personal Attributes: Good written and verbal communication. Self-motivated. Work well under pressure. Good Interpersonal skills. Supportive and knowing how to draw the best energy out of the team. Reliable and Responsible. Positive attitude.

DUTIES : The incumbent will be expected to perform the following duties: Strategically manage the implementation of monitoring and evaluation programme of the departments service delivery performance on a monthly, quarterly, annually and long-term basis. Manage the verification process of reported performance information. Strategically facilitate, manage the processes of compilation of the Department's 5-year strategic plans, annual performance plans and operational plans as well as its monthly, quarterly and annual performance reports (excludes development planning). Monitor and evaluate the implementation of departmental mandatory approved plans (APP & Business Plans validation, quarterly and monthly reporting, submission and management of portfolio of evidence including operational plans and

stakeholder updates. Coordinate and ensure development of the departmental Annual report and or the Mid-Term Review report and the 5 Year Review Reports. Ensure the development, management, coordination and maintenance of M&E Frameworks, plans, systems programme analysis and undertake impact studies based on departmental programmes. Facilitate, manage and coordinate the development of organisational 5-year strategic plans including relevant strategic plan reviews (subject to policy shift) as per Treasury/PFMA requirements which includes the coordination of spatial planning. Monitor and evaluate the implementation of Departmental mandatory approved plans (APP & Business Plans) and manage stakeholder updates (legislature, audit committee etc.). Coordinate and develop the Departmental Annual Report. Management of the business units reporting to the chief directorate. Ensure the development of the evaluation of the Human Settlements Conditional Grant Report (which excludes the infrastructure end of the year report). Generate, customise and communicate reports/findings to relevant stakeholders and coordinate the implementation of recommendations from various non-financial M&E reports, effectively conduct project-level monitoring/verification of selected projects, Monitoring and Analysis of Departmental Programme Performance and sector priorities, Management of the Business unit. Provide advice to the Department on the alignment of strategic, organizational, and operational plans to the mandate of the Department. Oversee the facilitation of strategic, organizational wide and operational planning and reporting processes of the Department. Oversee and facilitate the alignment between plans, budgets in conjunction with finance, and manage staff performance agreements. Develop and implement planning and monitoring policies and procedures.

ENQUIRIES

: Ms A Mogaswa at 072 313 8052

POST 09/32

: **CHIEF DIRECTOR: SECTOR TRANSFORMATION AND TOWNSHIP ECONOMIC REVITALISATION (TER) REF NO: REFS/019884**

SALARY CENTRE REQUIREMENTS

: R1 371 558 per annum, (all - inclusive package)
 : Johannesburg
 : A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/ Business Management. A minimum of 5 years relevant experience at Middle/Senior managerial level. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of all the Public Service prescripts applicable to the role as well as the Department's mandate. Knowledge of performance management frameworks applicable in the Public Service and proven strategies in performance improvement. Good Knowledge and Understanding of the Broad Based Black Economic Empowerment Framework; Department of Labour Frameworks; Gender Transformation; Frameworks on Vulnerable groups and other relevant prescripts. Proven ability to produce quality assured work and manage deadlines. Competencies: Strategic capability and Leadership, People Management and empowerment, Programme and Project Management, Financial Management and Change Management. Problem solving and analysis, Client orientation and customer focus, Service Delivery Innovation, Honesty and Integrity. Personal Attributes: Good written and verbal communication. Self-motivated. Work well under pressure. Good Interpersonal skills. Supportive and knowing how to draw the best energy out of the team. Reliable and Responsible. Positive attitude.

DUTIES

: Ensure institutionalisation and ensure compliance of the Expanded Public Works Programme and Sector transformations Programmes governance frameworks. Provide strategic support services with respect to implementation of Expanded Public Works programme. Oversee the implementation and ensure promotion of economic empowerment and job creation programmes within Gauteng communities. Oversee the management and monitor the implementation of sector transformation programmes. Management of the business units.

ENQUIRIES

: Ms A Mogaswa at 072 313 8052

POST 09/33

: **DIRECTOR: RAPID LAND RELEASE REF NO: REFS/019917**

SALARY CENTRE

: R1 162 200 per annum, (all - inclusive package)
 : Johannesburg

<u>REQUIREMENTS</u>	:	Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Town and Regional Planning and/ or Built Environment. A minimum of 5 years relevant experience as a Town and Regional Planner at Middle/Senior management level. Registration with SACPLAN will be added as an advantage. A Pre-Entry SMS Certificate is a prerequisite. Possession of a valid driver's license. Skills & Competencies: The incumbent should possess knowledge of Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. PFMA/DoRA/Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/Departmental Supply Chain Management Policies. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Gauteng IDMS Framework. Quantity Surveyors Profession Act of 2000. Property Valuers Profession Act of 2000. Public Service Act of 1994 and Regulations of 2001. Good communications skills. Client Orientation and customer focus. People management & empowerment. Financial Management. Service Delivery Innovation. Change Management.
<u>DUTIES</u>	:	Manage the development and monitor compliance of the Rapid Land Release policies, processes and procedures. Manage the development/review of the rapid land release strategy. Oversee the implementation of the rapid land release programme. Manage the establishment and maintain stakeholder Relations. Management of the business unit.
<u>ENQUIRIES</u>	:	Ms A Mogaswa at 072 313 8052
<u>POST 09/34</u>	:	<u>DIRECTOR: INFORMAL SETTLEMENT UPGRADING REF NO: REFS/019919</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 162 200 per annum, (all - inclusive package)
	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Town and Regional Planning and/ or Built Environment. A minimum of 5 years relevant experience in Infrastructure Project Management at Middle/Senior management level. Registration with SACPLAN will be added as an advantage. A Pre-Entry SMS Certificate is a prerequisite. Possession of a valid driver's license. Skills & Competencies: The incumbent should possess knowledge of Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. PFMA/DoRA/Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/Departmental Supply Chain Management Policies. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Gauteng IDMS Framework. Quantity Surveyors Profession Act of 2000. Property Valuers Profession Act of 2000. Public Service Act of 1994 and Regulations of 2001. Good communications skills. Client Orientation and customer focus. People management & empowerment. Financial Management. Service Delivery Innovation. Change Management.
<u>DUTIES</u>	:	Manage the development and monitor compliance of the Informal settlement upgrading policies, processes and procedures. Manage the development/review of the Informal settlement upgrading strategy. Oversee the implementation of the Informal settlement upgrading programme. Manage the establishment and maintain stakeholder Relations. Management of the business unit.
<u>ENQUIRIES</u>	:	Ms A Mogaswa at 072 313 8052
<u>POST 09/35</u>	:	<u>DIRECTOR: DEVELOPMENT PLANNING REF NO: REFS/019920</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 162 200 per annum, (all - inclusive package)
	:	Johannesburg
<u>REQUIREMENTS</u>	:	Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Town and Regional Planning and/ or Built Environment. A minimum of 5 years relevant experience in Infrastructure Project Management at Middle/Senior management level. Registration with SACPLAN will be added as an advantage. A Pre-Entry SMS Certificate is a prerequisite. Possession of a valid driver's license. Skills & Competencies: The incumbent should possess knowledge of Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. PFMA/DoRA/Treasury Regulations, Practice Notes, Instructions, Circulars. Provincial/Departmental Supply Chain Management Policies. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and

		Regulations. Gauteng IDMS Framework. Quantity Surveyors Profession Act of 2000. Property Valuers Profession Act of 2000. Public Service Act of 1994 and Regulations of 2001. Good communications skills. Client Orientation and customer focus. People management & empowerment. Financial Management. Service Delivery Innovation. Change Management.
<u>DUTIES</u>	:	Lead and manage the application of town and regional planning principles in land development. Manage the provision of Geographical Information System (GIS) and conduct environmental impact assessment. Manage and facilitate rapid land release programme. Administer and coordinate wide provincial informal settlements upgrade strategy. Management of the business unit.
<u>ENQUIRIES</u>	:	Ms A Mogaswa at 072 313 8052
<u>POST 09/36</u>	:	<u>DIRECTOR GENERAL SUPPORT: LEGAL ADVISORY AND LITIGATION SERVICES REF NO: REFS/019927</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 162 200 per annum, (all - inclusive package) Johannesburg Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Paralegal or any relevant qualification. A minimum of 5 years' relevant experience in the legal environment at Middle/Senior Management level. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of legal proceedings and procedures; contract drafting and review skills; knowledge of due-diligence process; sound knowledge of Housing related Legislation; Prevention of illegal Eviction from an Unlawful Occupation Act 19 of 1998; Public Service Act of 1994 and Regulations of 2001; and laws and regulations pertaining to financial accounting, internal controls, and corporate governance. Knowledge of performance improvement strategies and strategies for acquiring or developing competencies to meet strategic goals. Competencies and Skills: Strategic capability and Leadership, People Management and empowerment, Programme and Project Management, Financial Management and Change Management. Planning, organising and execution, Negotiation skills; Ability to manage conflict, Language proficiency, Knowledge management, Honesty and Integrity. Personal Attributes: Good written and verbal communication skills. Self-motivated. Work well under pressure. Good Interpersonal skills. Reliable and Responsible. Positive attitude.
<u>DUTIES</u>	:	Manage, provide support and co-ordinate litigation by and against the department. Manage the development and implementation of the litigation strategy. Oversee the undertaking of research to gather adequate information to complete briefs for counsel. Collate information and research legal instruments to produce effective efficient legal support (written legal advice or opinions). Scrutinise draft legal documents / pleadings / opinions. Manage consultation and preparation of court documents. Monitor the implementation of Legal Advisory and Litigation Services policies in the Department. Report on legal matters handled by the unit on a monthly, quarterly, and annual basis. Consult and liaise with internal and external stakeholders by attending, advising, and coordinating internal meetings in order to obtain instruction to forward to the State Attorney for court cases, or with oral legal advice, where applicable. Provide legal education and awareness. Management of the business unit.
<u>ENQUIRIES</u>	:	Ms A Mogaswa at 072 313 8052
<u>POST 09/37</u>	:	<u>DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME AND TOWNSHIP ECONOMIC REVITALISATION (EPWP & TER) REF NO: REFS/019873</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 162 200 per annum, (all - inclusive package) Johannesburg A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in humanities/Social Sciences and or Public Management. A minimum of 5 years' relevant experience in EPWP, Township Economic Revitalisation and Entrepreneurial Development Programmes at Middle/Senior Management level. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of the EPWP National Priorities; Knowledge of Employment Equity Act; Knowledge of National Youth Service (NYS); Promotion of Access to Information Act of 2000; Promotion of Administrative Justice Act of 2000; Knowledge of Project management; Knowledge of Skill Development Act. Competencies & Skills: Strategic

- capability and leadership. Risk Management. Service Delivery innovation. Personal Attributes: Good written and verbal communication skills. Self-motivated. Work well under pressure. Good Interpersonal skills. Reliable and Responsible. Positive attitude. Professionalism. Responsiveness.
- DUTIES** : Ensure management and compliance of the Entrepreneurial Development, TER and EPWP and National Job Creation policies, processes, and procedures. Oversee the management and compliance of Small Medium and Micro Enterprise Programme. Manage the development and implementation of intervention strategies, programs, and practices to meet National and Provincial targets. Manage the Incentive Grant budget & expenditure and ensure that all quarterly and annual reports are submitted in line with EPWP Policy requirements. Management of the business unit.
- ENQUIRIES** : Ms. Miyelani Tshabalala at 063 691 4046
- POST 09/38** : **DIRECTOR: GRANT MUNICIPALITY AND PUBLIC ENTITIES AGENCY**
PERFORMANCE REF NO: REFS/019877
- SALARY** : R1 162 200 per annum, (all - inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Accounting, Auditing, Financial Management and Business Management and and/or equivalent qualifications in the Financial Environment. A minimum of 5 years' relevant experience in Financial Management at Middle/Senior Management level. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of Division of Revenue Act; Knowledge of Public Finance Management Act; Housing Subsidy System (HSS); Knowledge of BAS & SAP. National Housing Code. Competencies & Skills: Budgeting Skills; Financial Management. Strategic Capacity and Leadership. Programme and Project Management. Change Management. Personal Attributes: Good written and verbal communication skills. Self-motivated. Work well under pressure. Good Interpersonal skills. Reliable and Responsible. Positive attitude.
- DUTIES** : Oversee and monitor the management of the Gazetting of Tranche Payments and Transfers to Municipalities and Public Entities. Manage, implement, and monitor the Human Settlements Subsidy System (HSS) and ensure credible financial and non-financial data. Oversee and monitor the processing of the various Human Settlement Grant Programme claims in line with the relevant legislative prescripts. Ensure management and effective provision of a One-Point-of-Entry, commitment of claims and reconciliation thereof. Management of business unit.
- ENQUIRIES** : Ms. Miyelani Tshabalala at 063 691 4046
- POST 09/39** : **DIRECTOR: ANTI-FRAUD AND CORRUPTION UNIT REF NO:**
REFS/019875
(Five (5) Years Fixed Term Contract)
- SALARY** : R1 162 200 per annum, (all - inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Risk Management/ Forensic Investigation/ Internal Auditing/ Forensic Auditing/ Business Continuity Management/ Ethics Management and or any related relevant qualification. A minimum of 5 years' relevant experience in Anti-Fraud & Corruption unit at Middle/Senior Management level. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of Risk Management Policies and Frameworks, Knowledge of Standards for the Professional Practice of Internal Auditing (SPPIA). Relevant legislations relating to Risk Management, Fraud and Anti-Corruption. Knowledge of the Treasury Regulations and Planning Frameworks. Knowledge of the Public Service Regulations. Competencies And Skills: Presentation and facilitation skills. Good organisation skills, results/quality management, time management skills, good verbal and written communication skills, analytical skills and problem-solving skills. Personal Attributes: Good written and verbal communication skills. Self-motivated. Work well under pressure. Good Interpersonal skills. Reliable and Responsible. Positive attitude.
- DUTIES** : Manage risk management services. Set-up policy and strategy for risk management. Ensure that risk management and appetite are considered at

strategic and operational levels during risk assessments. Co-ordinate the various functional activities which advise on risk management issues within the organisation. Prepare reports on risk for the Risk Management Committee, Audit Committee and the stakeholder. Manage the internal and external audit process. Manage the development, implementation and monitoring of Business Continuity plan. Manage the development of the Business Continuity Policy and strategy and ensure implementation. Conduct Business Impact Analysis on organisational objectives, functions, constraints and the operating environment. Design business continuity solutions based on the results from the BIA processes Conduct drills. Manage anti-corruption and integrity management services. Manage the development of the Ethics and Anti-corruption Strategy and revise ethics-related policies to align with the Code of Conduct. Oversee periodic internal monitoring and auditing to ensure compliance and adhere to Ethics policies and procedures. Promote an ethical culture and ensure that the organisation is compliant with applicable laws and regulations. Ensure provision of the advisory opinions in response to ethics matters regarding the implementation and applications of the ethics policies. Consolidate, review and submit monthly and quarterly reports to relevant stakeholders internally and externally including: PACCC, DPSA, PSC and office of the Premier. Management of the business unit. Management of performance and development. Develop and manage the operational plan of the unit and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Procurement and asset management. Quality control of work delivered by employees.

ENQUIRIES : Ms. Miyelani Tshabalala at 063 691 4046

POST 09/40 : **DIRECTOR: NEEDS RESEARCH AND DEVELOPMENT POLICY REF NO: REFS/019930**

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum, (all - inclusive package)
 : Johannesburg
 : A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/Management and or any equivalent qualification. A minimum of 5 years' relevant experience in Research Development and Analysis at Middle/Senior Management level. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. The candidate should have knowledge of Construction Industry Development Board Act of 2000 and Regulations. Knowledge of Council for Built Environment Act of 2000. Knowledge of PFMA/DoRA/Treasury Regulations, Practice Notes, Instructions, Circulars. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. National Building Standards Act of 1977 and Regulations. National Environmental Management Act of 2008 and Amendments. Competencies and Skills: People Management and Empowerment. Financial Management. Change Management. Programme and Project Management. Personal Attributes: Good written and verbal communication skills. Self-motivated. Work well under pressure. Good Interpersonal skills. Reliable and Responsible. Positive attitude. Professionalism. Responsiveness.

DUTIES : Manage the development, maintenance and implementation of protocols and guidelines for external and internal research development. Determine the research scope. Oversee and coordinate the review of provincial human settlements sector policies and legislation through baseline research. Undertake research to examine the effectiveness in implementation of inter-departmental and sector policies. Undertake research to examine the effectiveness in implementation of human settlements related legislation in Gauteng. Develop research proposals for research work to be undertaken internally. Ensure and monitor publication of completed research work undertaken by the department. Conceptualise research publication areas. Oversee and manage the development and review provincial human settlements inter-departmental and sector policies and legislation. Developing inter-departmental and sector policies in the province related to human settlements. Oversee and manage the implementation of housing policy, strategy and guidelines, housing norms and standards. Develop strategies and implementation plans and/or guidelines for new provincial programmes. Management of the business unit. Maintenance of discipline. Develop and manage the operational plan of the unit and report on progress as required.

ENQUIRIES : Ms. Miyelani Tshabalala at 063 691 4046

POST 09/41 : **DIRECTOR: ASSETS DISPOSAL AND REGULARIZATION (ASSETS DISPOSAL MANAGEMENT) REF NO: REFS/019931**

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum, (all - inclusive package)
: Johannesburg
: A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Built Environment. A relevant qualification in conveyancing and/or understanding of conveyancing processes would be an added advantage. A minimum of 5 years' relevant experience at Middle/Senior Management level. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. A candidate should have a strong managerial background in the field of general management and administration. Candidate should have knowledge of PFMA and other relevant Public Services Legislations. ability to interact with the Executive Council, relevant Provincial Departments, Municipalities, communities, and other stakeholders. Competencies And Skills: Knowledge of strategy formulation. Adaptability, initiative, and creative thinking. Excellent verbal and written communication and facilitation skills. Ability to lead people in strategic change, teamwork, cooperation and relationship management. Good presentation skills and. Ability to work outside the normal working hours when required. as well as strong communication skills. Proven analytical capacity. Personal Attributes: Good written and verbal communication skills. Self-motivated. Work well under pressure. Good Interpersonal skills. Reliable and Responsible. Positive attitude. Professionalism. Responsiveness.

DUTIES : The main purpose is to manage and administer disposal and transfer of provincial and municipal stock to eligible beneficiaries in line with the regulatory framework. Manage, monitor and evaluate specific programmes and projects. Facilitate transfer of ownership rights to qualifying occupants of the municipal and provincial housing stock. Facilitate housing dispute resolutions. Rectification of incorrect title deeds. Facilitate regularization and registration of post 1994 properties where necessary.

ENQUIRIES : Ms. Miyelani Tshabalala at 063 691 4046

POST 09/42 : **DIRECTOR STAKEHOLDER ENGAGEMENT AND CAPACITY DEVELOPMENT REF NO: REFS/019933**

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum, (all - inclusive package)
: Johannesburg
: A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration Management, Communications, or an equivalent qualification. A minimum of 5 years' relevant experience in Stakeholder Management/ Communication field and an overall understanding of the Human Settlements policies and prescripts at Middle/Senior Management level. Possession of a Pre-Entry Certificate for SMS. Possession of a valid driver's license. Candidate should have knowledge of National Housing Code; Housing Policies; Legislations e.g Housing Act and Rental Housing Act; Intergovernmental Relations Framework Act and Constitution of South Africa. Competencies And Skills: Strategic capability and leadership, programme and project management, knowledge management, service delivery innovation and people management and empowerment. Financial Management, Change Management, Problem solving. Excellent oral and written communication skills, Honesty, and integrity. Personal Attributes: Good interpersonal relations. Ability to meet strict deadlines, self-motivated and respectful.

DUTIES : Develop and execute the strategies for education of beneficiaries about Departmental programmes, services and life skills related to Human Settlements. Oversee the creation and delivery of consumer education curriculum, framework and guides, best practices and easy to digest training materials for consumer education workshops and virtual training programs. Formulate training plans, determine appropriate training methods and Financial Recourses needed to deliver specific Consumer Education to different target audiences. Oversee & manage the coordination and monitoring of community empowerment programmes in the Human Settlement service centres and stakeholders. Forge formidable partnerships with interested partners with the same vision. Management of the sub-business within

Consumer Education Unit. Ensure cooperative governance in the business Unit. Manage the Performance Management System for reporting staff.
Ms. Miyelani Tshabalala at 063 691 4046

ENQUIRIES

OTHER POSTS

POST 09/43 : **DEPUTY DIRECTOR: ENTREPRENEURIAL DEVELOPMENT REF NO: REFS/019886**

SALARY : R811 560 per annum, (all - inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus National Diploma /Bachelor's Degree in humanities\social sciences and/or Public Administration/ Business Management at NQF level 7. Five (5) years' relevant experience at Assistant Director Level. Possession of a valid Driver's license. Competencies: Planning and organising financial management Conflict management Compilation of management reports Problem solving Change management People management and empowerment Service delivery innovation.

DUTIES : Manage and monitor compliance of the Entrepreneurial Development policies, processes and procedures. Manage and monitor implementation and compliance of Small Medium and Micro Enterprise Programme. Manage the facilitation of the skills development training in line with the EPWP regulations and frameworks. Develop and facilitate signing of MOA with relevant entities to support the unskilled/Semi-skilled labourers. Analyse the approved HSDG business plan on the approved Housing projects for training development. Develop the training implementation plan and circulate with relevant entities (i.e. NHBRC, SETA). Collaborate with the Project managers, Established Contractors and Social facilitator to identify unskilled/Semi-skilled labourers to be trained. Manage logistics of the training of identified unskilled/Semi-skilled labourers. Manage and conduct impact assessment and evaluation on training provided to the unskilled/Semi-skilled labourers. Manage and monitor the Implementation of National Youth Service (NYS) Programme in line with the EPWP requirements. Management of the Sub-business unit.

ENQUIRIES : Ms. O Seletela at 079 804 3939

POST 09/44 : **DEPUTY DIRECTOR: UPGRADING INFORMAL SETTLEMENTS PROGRAMME REF NO: REFS/019904**

SALARY : R811 560 per annum, (all - inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus Advanced Diploma/Bachelor's Degree qualification at NQF Level 7 in Town and Regional Planner / Project Management. Five (5) years' experience at Junior Management Level in Infrastructure Project Management field. Possession of a valid driver's license. Competencies: Strategic Capacity and Leadership People Management. Empowerment Programme. Project Management. Financial Management Change Management. Results/ Quality Management.

DUTIES : Monitor relevant town planning and human settlements legislation and ensure that all projects comply with the regulations. Assist in the development of long and short-term plans for land use, relocation and management of informal settlements. Conduct research and benchmarks on the UISP policies. Develop UISP implementation guidelines, processes, and procedures. Manage the coordination of training and workshops on UISP processes and procedures. Monitor the implementation and ensure compliance of the UISP Norms and Standards. Manage and conduct Environment/situational Analysis in relation with informal Settlements in the province. Coordinate the mapping of the Informal Settlements. Analyze of the spatial data in relation with Informal Settlement. Manage and establish the Informal Settlements database. Manage the development of the implementation plan. Manage and coordinate workshops with relevant stakeholder on the approved UISP implementation plan. Ensure incorporation of the Informal Settlement plan in the Integrated Development Plan. Administer the Informal Settlements upgrading partnership grant and make recommendations regarding the allocation of funds for UISP upgrading and relocation projects. Monitor and measure impact of UISP. Manage and ensure continuous the reporting of the informal settlement plans for each settlement. Manage the establishment of the UISP forum and Lead in community engagement and participation with regards to the upgrading of the

settlements. Oversee the administration of the UISP forum. Collaborate with municipalities on the implementation of the UISP. Forge and maintain good relations with key stakeholder in implementation of the UISP. Management of the staff.

ENQUIRIES : Ms. O Seletela at 079 804 3939

POST 09/45 : **DEPUTY DIRECTOR: RAPID LAND RELEASE PROGRAMME REF NO: REFS/019905**

SALARY : R811 560 per annum, (all - inclusive package)

CENTRE : Johannesburg

REQUIREMENTS : Matric plus Advanced Diploma/Bachelor's Degree qualification (NQF Level 7) in Public Administration/Management / Project Management or relevant and equivalent three-year qualification. Five (5) years' experience at Junior Management Level in Infrastructure Project Management field. Possession of a valid driver's license. Strategic Advisory. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Team leadership. Problem solving. Decision making. Analytical skills. Self-management. Financial management. Customer focus and responsiveness. Communication and listening skills. Computer skills. Delegation and development of others. Planning, organising and execution. Ability to manage conflict.

DUTIES : Conduct research and benchmarks on the Rapid Land Release policies. Manage and ensure analysis of the Rapid Land Release relevant legislation. Develop provincial Rapid Land Release policies aligned to the national strategies. Develop Rapid Land Release implementation guidelines, processes and procedures. Manage the coordination of training and workshops on Rapid Land Release processes and procedures. Monitor the implementation and ensure compliance of the Rapid Land Release Norms and Standards. Develop/review the beneficiary allocation criteria for rapid land release programme Conduct needs analysis of the Rapid land release programme to inform the human settlements planning. Coordinate collation of qualifying beneficiaries from relevant business unit. Participate in the plenary activities involving serviced lands. Manage and establish the rapid land release programme database. Manage the development of the rapid land release programme strategy. Manage the development of the implementation plan. Manage and coordinate workshops with relevant stakeholder on the approved rapid land release programme implementation plan. Monitor and measure impact of rapid land release programme. Manage and ensure continuous reporting of the Rapid Land Release programme. Updated and maintained rapid land release programme database. Management of the staff.

ENQUIRIES : Ms. O Seletela at 079 804 3939

POST 09/46 : **CONSTRUCTION PROJECT MANAGERS GRADE A-C REF NO: REFS/019885 (X3 POSTS)**

SALARY : R795 147 – R1 197 978 per annum, (Salary will be in line with the OSD Framework)

CENTRE : Johannesburg

REQUIREMENTS : Matric plus an NQF level 7/BTech in the Built Environment discipline coupled with 4 years certified construction management experience. Compulsory registration with SACPCMP as a Professional Construction Project Manager. Possession of a valid driver's licence. Knowledge of PFMA, Understanding the principles of IDMS in infrastructure planning and implementation, Construction and Building Management, FIDPM, Implementation of urban renewal projects, including an understanding of integrated human settlements implementation. Knowledge of technical procedures/methods as well as human settlements legislation and policies.

DUTIES : Plan, coordinate and monitor the implementation of various projects implemented under the Urban Renewal Programme within the Alexandra, Bekkersdal, Evaton, Kliptown and Winterveld nodes. Programme and Project Management processes applied including contract management. Ensure inputs to procurement plan. Monitoring of PRT's and Contractors to ensure the delivery of quality urban renewal projects within approved budgets. Manage effective working relationships with internal and external stakeholders, Departments, Municipalities, and Communities to facilitate the development and implementation of plans for urban renewal areas. Budget

control and monitoring. Ensure projects are budgeted for on business plan and compile budget breakdowns and detailed cash flow projections for each project. Monitor expenditure and processing of claims. Establish and implement effective procedures to monitor and evaluate adherence to legislative provisions for National, Provincial, Local and Departmental policies and other relevant legislations. Personal development and management of own performance and teams assigned in your work areas.

ENQUIRIES : Ms. O Seletela at 079 804 3939

POST 09/47 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMME REF NO: REFS/019882**

SALARY CENTRE REQUIREMENTS : R424 104 per annum, plus benefits
: Johannesburg

: Matric plus three (3) year National Diploma (NQF6) / Undergraduate bachelor's degree (NQF7) in Social Work or Psychology (Industrial, BA or B. Psych) and a minimum of 3 years' practical experience in the administration and implementation of Employee Wellness programmes. Must be in possession of a valid drivers' licence. Knowledge of DPSA EHWP Strategic Framework. Knowledge of HIV/TB prevention and management strategies. Knowledge and application of Employee Health and Wellness Counselling skills. Customer care; EHWP Policies; Presentation skills; Computer Literacy; Business Writing, Project management; Team leadership; Problem solving, Time Management Skills and Communication skills.

DUTIES : Implement and review the Employee Health and Wellness Programme Policies and Strategies. Coordinate, implement and promote the physical wellbeing of individual employees. Develop and implement the EHWP marketing and promotion strategy. Liaise with relevant external parties for referrals and identify appropriate institutions that will assist staff. Provide the facilitation of onsite critical incident stress debriefing following traumatic incidents. Facilitate the implementation of health and productivity management programmes. Coordinate and Implement HIV, AIDS and TB workplace interventions. Coordinate and Implement Safety, Health, Environment and Risk and Quality Management (SHERQ) workplace programmes.

ENQUIRIES : Ms. O Seletela at 079 804 3939

POST 09/48 : **ASSISTANT DIRECTOR: UPGRADING OF INFORMAL SETTLEMENTS REF NO: REFS/019872 (X4 POSTS)**

SALARY CENTRE REQUIREMENTS : R424 104 per annum, plus benefits
: Johannesburg

: Matric plus NQF level 6 Diploma/ Advanced Certificate in Project Management or related qualification. An NQF Level 7/BTech degree or bachelor's Town and Regional Planner and/ or Built Environment discipline will be an added advantage. A minimum of 3-5 years' experience in Administration position. Must be in possession of a valid drivers' license. Competencies: Customer care; Presentation skills; Organising and planning; Knowledge Management, Computer Literacy; Business Writing, change management, Programme and Project management; Events Management Skills; Team leadership; Problem solving, strategic advisory, service delivery Innovation and Coordination skill; Knowledge, Client orientation and customer service, and administrative procedures; Time Management Skills and Communication skills.

DUTIES : Implement and monitor compliance of the Upgrading Informal Settlements policies, processes and procedures. Conduct research and benchmarks on the UISP policies. Provide inputs on the development of provincial UISP policies aligned to the national strategies. Conduct analysis of the UISP relevant legislation. Develop/review of the Upgrading Informal Settlements provincial strategy. Conduct Environment/situational Analysis in relation with informal Settlements in the province. Facilitate the mapping of the Informal Settlements. Establish and continuously update and maintain the Informal Settlements database. Facilitate the mapping of the Informal Settlements. Coordinate and monitor the implementation of the Informal settlement upgrading programme. Develop the UISP implementation plan. Coordinate the incorporation of the Informal Settlement plan in the Integrated Development Plan. Coordinate and facilitate workshops with relevant stakeholder on the approved UISP implementation plan. Liaise with Rapid Land Coordinators and Mega Project PMO on allocation of serviced land/ completed units to qualifying beneficiaries

from Informal Settlements. Coordinate and facilitate the establishment and maintain stakeholder Relations. Coordinate the establishment of the UISP forum. Collaborate with municipalities on the implementation of the UISP. Maintain good relations with key stakeholder in implementation of the UISP. Provide the General office support. Maintain up to date records. Track claims and payments of work done.

ENQUIRIES : Ms. O Seletela at 079 804 3939

POST 09/49 : **ASSISTANT DIRECTOR: INCOME & EXPENDITURE REF NO: REFS/019879**

SALARY : R424 104 per annum, plus benefits
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a three-year Diploma/ Advanced Certificate in Accounting/ Financial Management, an equivalent NQF Level 6 and 3 to 5 years relevant experience in (PFMA), Treasury Regulations, debt management, Debtor System, SAP and Basic Accounting System (BAS). The Accounting framework for South African public sector entities GRAP (IPSAS) Framework. Extensive knowledge in GRAP standards and application in preparation and accounting for changes in accounting policies, changes in accounting estimates and errors -GRAP 3 (IPSAS 3). Working knowledge of the preparation of interim reports and annual financial statements, as well as suspense and control accounts for public entities. Maintenance and disposals on the Fixed Assets Register (FAR). Knowledge of management, alignment, and reconciliation of accounts, between Debtor System and BAS. Advance Excel will be an added advantage, supervisory skills, good planning, and organizational skills. Good interpersonal relations, good communication skills (written and verbal). The ability to work under pressure and preparedness to work overtime, when required.

DUTIES : Provide monthly reconciliation between the Debtor System and BAS and clear all exceptions. Provide monthly financial reporting, preparation of interim and annual financial statements. Alignment of the Fixed Assets register with the Debtor System and disposal of properties. Manage month-end and year-end closures, interfacing subsystems and related accounting procedures. Provide cash flow management. Develop, implement, update and maintain GRAP(IPSAS) and financial policies and procedures. Investigate suspense accounts balances, manage the reconciliation of suspense accounts. Address audit queries and attend to requests. Manage staff development and training analysis.

ENQUIRIES : Ms. O Seletela at 079 804 3939

POST 09/50 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: REFS/019883**

SALARY : R424 104 per annum, plus benefits
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF level 6 Diploma or Advanced Certificate in safety management or SAQA Accredited Occupational Health Certificate at NQF Level 7 plus a minimum of 3-5 years' experience in a Senior /Administrative post within Facilities/property Management and building OHS Compliance. Must be in possession of a valid drivers' license. Competencies: Customer care; Presentation skills; Organising and planning; Knowledge Management, Computer Literacy; Business Writing, change management, Team leadership; Problem solving, strategic advisory, service delivery Innovation and Coordination skill; Knowledge, Client orientation and customer service, and administrative procedures; Time Management Skills and Communication skills.

DUTIES : Coordinate Occupational Health and Safety and oversee the implementation of the SHERQ programmes within the Department to ensure compliance with legislation. Develop and implement an appropriate SHERQ programmes for the Department. Provide reports on all IOD cases attended to and liaise with the Commissioner for Compensation through the Premier's office to ensure timeous responses from the Commissioner. Investigate occupational accidents, injuries, diseases and Implement Safety, Health, Environment, Risk and Quality (SHERQ) Measures, such as medical testing and treatment in the workplace for service delivery improvement. Provide training to all staff members on OHS issues and develop manuals and procedures. Coordinate Departmental health and safety representatives and the committee. Liaise with Department of Labour and other relevant stakeholders.

ENQUIRIES : Ms. O Seletela at 079 804 3939

POST 09/51 : **CHAIRPERSON RISK MANAGEMENT COMMITTEE REF NO: REFS/019880**

SALARY : R8 892.00 per sitting, (includes preparation and the meeting)

CENTRE : Johannesburg

REQUIREMENTS : A Matric plus an undergraduate qualification (NQF level 7) as recognized by SAQA in Risk Management, Auditing and Financial Management. CA/MBA/Certified Risk Management Professional. A minimum of 10 years relevant experience in Risk Management environment. A candidate should have knowledge and good understanding of the Risk Management strategy and architecture, policy and procedures, risk culture and appetite, Risk performance and reporting and Corporate Governance, Public Finance Management Act and Treasury Regulations, EWRM, COSO model and Public Sector Risk Management Framework. Competencies and Skills: Integrity, independence, dedication, understanding of public sector business and controls. Personal Attributes: Good written and verbal communication skills. Self-motivated. Work well under pressure. Good Interpersonal skills. Reliable and Responsible. Positive attitude. Professionalism. Responsiveness.

DUTIES : The candidate will chair the Department's Risk Management Committee and provide an oversight role regarding- Monitor implementation of risk management within Department. Review of relevant risk policies/strategies and other working procedures. Review risk management action plans to be instituted and ensure compliance with such plans. Integration of risk management into planning, monitoring and reporting processes. Review risk appetite and tolerance levels of Department. Provide reports to the Accounting Officer on quarterly basis and other management committees or other oversight committees (audit Committee). Implementation of risk maturity model. Ensure Combine assurance – Internal Audit, Risk Management and other assurance providers. Risk Management principles and practice, organizational environment, external business environment.

ENQUIRIES : Ms. Miyelani Tshabalala at 063 691 4046