

## 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** : 06 May 2024 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 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.

## OTHER POST

- POST 12/09** : **DEPUTY DIRECTOR: NATIONAL CO-ORDINATOR – TITLE DEEDS RESTORATION PROJECT REF NO: DOHS/01/2024 (X2 POSTS)**  
Branch: Affordable, Rental and Social Housing  
Chief Directorate: Transversal Programme and Projects  
Directorate: Project Management Unit: Apex Project: Type C: Title Deeds Restoration Programme
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive salary package)  
: Pretoria  
: Grade 12 or equivalent, an undergraduate Diploma/ Degree in Public Administration or any other relevant qualification in the built environment (NQF 6/7 as recognised by SAQA). A minimum of 3-5 years' relevant experience at an entry level management (Assistant Director Level or equivalent). Valid driver's license. Special requirements (Skills needed): Computer literate, able to operate with minimum supervision, ability to work under pressure, outstanding English written and verbal communication skills, analytical, problem solving, planning, organisational, and administrative skills. Extensive knowledge of human settlement policies, the Title Restoration Project, decision structures and activities. Extensive knowledge of the wider intradepartmental activities affecting the Title Restoration Project, Extensive knowledge of the administrative procedures regarding Finance (PFMA), Human Resources, Procurement, Planning, etc. in the Department of Human Settlements.
- DUTIES** : The successful candidate will be expected to perform the following functions: The planning and coordination of the Title Restoration Project including advisory service on procedural/technical and policy matters. Render project administrative services/support to the National Project Manager. Provide secretarial and liaison services on the Title Restoration Project. Provide coordinated integration and dissemination of information to the National Project Manager and provincial project managers. Coordinate quarterly National Steering Committees meetings. Design reporting templates. Assess Annual Provincial Business Plans. Oversee validation of quarterly performance reports. Facilitate intergovernmental discussions affecting the project.
- ENQUIRIES NOTE** : Mr L Manyama Tel No: (012) 444 9118  
: Female candidates and people with disabilities are encouraged to apply