

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 submitted to: The National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or hand-delivered to 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001 or e-mail to jobs@dhs.gov.za
- CLOSING DATE** : 31 March 2025 at 16h00
- NOTE** : Please note that your personal information will be collected for the purposes of the recruitment process only. By populating the Z83 form you are consenting to the processing of your personal information. 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 the Department of Public Service and Administration's website or 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. 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 must be part of the Government Employee Medical Scheme (GEMS) 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. Prior to appointment, a candidate would 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>. 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 POSTS

POST 10/05 : **DEPUTY DIRECTOR: SPECIAL INVESTIGATIONS REF NO: DOHS/22/2025**

Branch: Director-General

Chief Directorate: Internal Audit, Risk Management and Special Investigations

Directorate: Risk and Integrity Management

Sub-Directorate: Special Investigations

SALARY
CENTRE
REQUIREMENTS

: R849 702 per annum (Level 11), all-inclusive salary package.

: Pretoria

: Candidates must be in possession of a Gr 12 certificate, undergraduate qualification (Diploma/Degree) in Law/ Policing / Forensic Investigations/ Auditing/ Criminology or any other relevant equivalent (NQF 6/7) as recognized by SAQA. Registration with the Association of Certified Fraud Examiners (ACFE) will be an added advantage. 3 -5 years' experience at entry level management (Assistant Director). Knowledge in forensic investigations. Knowledge and understanding of legislation administered by the Department such as Public Finance Management Act, Public Administration Act and Regulations, Prevention and Combating of Corrupt Activities Act, Protected Disclosure Act, Prevention of Organized Crime Act, National Anti-Corruption strategy and Minimum Anti-Corruption Capacity. Proficiency in verbal and written communication as well as presentation skills. Policy analysis, formulation, and implementation skills. Computer literacy and a valid driver's license. The candidate will be subjected to security vetting.

DUTIES

: The appointee will be responsible for the following: Manage detection, interventions, and reporting of corrupt activities in the Department and the human settlements sector. Coordinate the detection and analysis on existing and emerging trends of fraud and corruption within the human settlements sector and report on findings thereof with recommendations. Coordinate conducting of reviews for detection of fraud on payment of staff Subsistence and Travel claims, supplier invoices on BAS (and other internal fraud, corruption and maladministration matter) within the Department and report on findings thereof recommendations. Coordinate conducting of investigations of corruption on human settlements related matters. Coordinate conducting of investigations on report allegations and incidents on unethical conduct, fraud, corruption and maladministration in the Department, and report on findings thereof with recommendations. Coordinate provision of support and assistance to law enforcement agencies in investigating allegations and reported cases of fraud, corruption, and maladministration within the human settlements sector. Coordinate maintenance of strategic stakeholder partnerships on the investigations of Human Settlements related matters: Establish and maintain relationships with relevant internal and external stakeholders in investigating allegations and cases of fraud, corruption, and maladministration. Provide support to Provinces, Metros, and human settlements entities with investigations on allegations and reported cases of human settlements related fraud, corruption, and maladministration. Manage resources allocated to the Sub-Directorate: Provide any ad hoc assistance in the administration of the Directorate including budget, acquisition plan and procurement plan.

ENQUIRIES
NOTE

: Mr L Manyama Tel No: (012) 444-9118

: Male candidates and people with disabilities are encouraged to apply.

POST 10/06

: **PARTLIAMENT AND CABINET SUPPORT OFFICER REF NO: DOHS/23/2025**

Re-advert, Candidates who previously apply, need not re-apply.

SALARY
CENTRE

: R849 702 per annum (Level 11), all-inclusive salary package.

: Pretoria

<u>REQUIREMENTS</u>	:	Matric/ Grade 12 or equivalent, undergraduate Diploma/ Degree in Public Administration/ Management or any other relevant qualification (NQF level 6/7 as recognized by SAQA). 3 – 5 years' experience at entry level management (Assistant Director/ Middle management level). Knowledge of Ministry operations will be an added advantage. Computer Literacy as well as good communication skills (both written and verbal) is essential. Proven management competencies. Broad knowledge and understanding of the functional areas covered by the Minister's portfolio. Working knowledge of the political and parliamentary process in South Africa. Proven Policy analysis and development experience. In addition, applicants must have good planning, resource management skills, be a team player, able to work under pressure and be willing to travel.
<u>DUTIES</u>	:	The successful candidate will be responsible for: Monitoring events in the Parliament/ the legislature to identify matters that have a bearing on the portfolio of the Minister. Monitor events in Cabinet/ Executive Council to identify matters that have a bearing on the portfolio of the Minister. Render an efficient and effective Parliament service. Co-ordinate and control movements between the Pretoria and Cape Town Offices and Parliamentary sessions (where applicable). Knowledge of the relevant Public Service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood correctly.
<u>ENQUIRIES</u>	:	Mr L Manyama Tel No: (012) 444-9118
<u>NOTE</u>	:	Female candidates and People with disabilities are encouraged to apply.
<u>POST 10/07</u>	:	<u>ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: DOHS/24/2024</u> Re-advertisement, Candidates who previously apply, need not re-apply.
<u>SALARY</u>	:	R849 702 per annum (Level 11), all-inclusive salary package.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Matric/ Grade 12 or equivalent, undergraduate Diploma/ Degree in Public Administration/ Management or any other relevant qualification (NQF level 6/7 as recognized by SAQA). 3 – 5 years' experience at entry level management (Assistant Director / Middle management level). Knowledge of Ministry operations will be an added advantage. Computer Literacy as well as good communication skills (both written and verbal) is essential. Broad knowledge and understanding of the functional areas covered by the Minister's portfolio. Working knowledge of the political and parliamentary process in South Africa. Proven Policy analysis and development experience. In addition, applicants must have good planning, resource management skills, be a team player, able to work under pressure and be willing to travel.
<u>DUTIES</u>	:	The successful candidate will be responsible for: Managing the administrative and co-ordination activities within the office of the executive authority. Liaising with internal and external role players with regard to matters relating to the portfolio of the executive authority. Render a Cabinet/executive council support service to the executive authority. Supervise employees.
<u>ENQUIRIES</u>	:	Mr L Manyama Tel No: (012) 444-9118
<u>NOTE</u>	:	Female candidates and People with disabilities are encouraged to apply.