

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 e-mailed to: jobs@dhs.gov.za (please attach your application as one (1) document on the e-mail)
- CLOSING DATE** : 12 June 2026 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. 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 18/70** : **PARTLIAMENT AND CABINET SUPPORT OFFICER REF NO: DOHS/01/2026**
Re-Advertisement. Candidates Who Previously Apply, Should Re-Apply.
- SALARY CENTRE REQUIREMENTS** : R932 292.per annum (Level 11) (all-inclusive salary package)
: Pretoria
: Matric/ Grade 12 or equivalent, Advanced Diploma/ Degree in Public Administration/ Management or any other relevant qualification (NQF level 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.
- DUTIES** : 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.

**ENQUIRIES
NOTE**

: Mr L Manyama Tel No: (012) 444-9118
: Female candidates and People with disabilities are encouraged to apply.

POST 18/71

: **ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO:
DOHS/02/2026**
Re-Advertisement. Candidates Who Previously Apply, Should Re-Apply.

**SALARY
CENTRE
REQUIREMENTS**

: R932 292.per annum (Level 11) (all-inclusive salary package).
: Pretoria
: Matric/ Grade 12 or equivalent, Advanced Diploma/ Degree in Public Administration/ Management or any other relevant qualification (NQF level 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.

DUTIES

: 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.

**ENQUIRIES
NOTE**

: Mr L Manyama (012) 444-9118
: Female candidates and People with disabilities are encouraged to apply.