

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.

- CLOSING DATE** : 11 July 2022 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 form Z83, 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

- POST 23/96** : **DEPUTY DIRECTOR-GENERAL: AFFORDABLE, RENTAL AND SOCIAL HOUSING REF NO: DOHS/25/2022**
Branch: Affordable, Rental and Social Housing
- SALARY CENTRE REQUIREMENTS** : R1 544 415 per annum (Level 15) (All-inclusive salary package)
: Pretoria
: Applicants should be in possession of Matric /Grade 12. Relevant Undergraduate qualification/ Bachelor's degree or equivalent (NQF level 7 as recognized by SAQA) and a relevant post graduate qualification (NQF level 8 as recognized by SAQA). Extensive working experience (At least 8 - 10 years' experience at a senior management level) related property management, evaluate compliance with applicable legislation and regulations, ability to draft or familiarity with the human settlement sector. Extensive Knowledge of applicable legislation, policies, procedures, prescripts and practices in the affordable, rental and social housing environment. Expert knowledge of operation and project management with an ability to implement programmes and projects timeously. Advanced strategic planning and financial management will be an added advantage. Good communication (written and verbal) and negotiation skills. Pre-Entry Certificate for the Senior Management Services is compulsory.
- DUTIES** : The successful candidate will be responsible for the following: Manage and facilitate the implementation of affordable housing programmes and projects. Oversee the implementation of affordable, rental and social housing programmes and projects. Manage and facilitate the implementation of transversal programmes and projects. Provide Leadership and oversight on

frameworks or guidelines for the assessment of upgrading plans and credibility of business plans. Ensure the coordination of provincial and municipal business plans for affordable, rental and social housing programmes and projects. Ensure aligned of the business planning framework with e-system and digitalization of programmes.

ENQUIRIES : Ms N Letsholonyane J Sebola Tel No: (012) 444-9191
APPLICATIONS : Applications can be e-mailed to info@dgenerationconsulting.co and info@dgenerationelectrical.co.za

POST 23/97 : **DEPUTY DIRECTOR-GENERAL: INFORMAL SETTLEMENTS UPGRADING AND EMERGENCY HOUSING REF NO: DOHS/26/2022**
Branch: Informal Settlements Upgrading and Emergency Housing

SALARY : R1 544 415. per annum (Level 15) (All-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of Matric /Grade 12. Relevant Undergraduate qualification/ Bachelor's degree or equivalent (NQF level 7 as recognized by SAQA) and a relevant post graduate qualification (NQF level 8 as recognized by SAQA) in Town/ urban and Regional Planning or related fields/ Construction Management/ Housing/ other relevant fields of study. Extensive working experience (At least 8 - 10 years' experience at a senior management level) related to property management, evaluate compliance with applicable legislation and regulations, ability to draft or familiarity with the human settlement sector. Extensive Knowledge of applicable legislation, policies, procedures, prescripts and practices in the affordable, rental and social housing environment. Expert knowledge of operations and project management with an ability to implement programmes and projects timeously. Advanced strategic planning and financial management will be an added advantage. Good communication (written and verbal) and negotiation skills. Pre-Entry Certificate for the Senior Management Services is compulsory.

DUTIES : The successful candidate will be responsible for the following: Provide leadership and oversight on the development of informal settlements upgrade policies, strategies and plans. Overseeing the upgrading of informal settlements and the provision of temporary housing in emergency situations and relief during disasters. Provide leadership and oversight on development of a framework to direct the development of credible business plans for informal settlements upgrading. Provide leadership and oversight on framework or guidelines for the assessment of upgrading plans and credibility of business plans. Ensure the coordination of provincial and municipal business plans and aligned to the national informal settlement business plan. Ensure the alignment of the business planning framework with e-system and digitalization of business plans national, provincially, metros and municipalities.

ENQUIRIES : Ms N Letsholonyane Tel No: (012) 444-9191.
APPLICATIONS : Applications can be e-mailed to info@dgenerationconsulting.co and info@dgenerationelectrical.co.za

POST 23/98 : **DEPUTY DIRECTOR-GENERAL: CHIEF FINANCIAL OFFICER REF NO: DOHS/27/2022**
Branch: Chief Financial Officer

SALARY : R1 544 415 per annum (Level 15) (All-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Applicants should be in possession of Matric /Grade 12. Relevant Undergraduate qualification/ Bachelor's degree or equivalent (NQF level 7 as recognized by SAQA) and a relevant post graduate qualification (NQF level 8 as recognized by SAQA) in Financial or Business Management. Extensive working experience (At least 8 - 10 years' experience at a senior management level) related to grant and finance management, preparation and management of strategic plans and budgeting as well as implementing internal systems and control to ensure sound financial management. Extensive Knowledge of applicable legislation, policies, procedures, prescripts and practices in the financial environment. Expert knowledge of grant and finance management with an ability to implement programmes and projects timeously. Advanced strategic planning and financial management will be an added advantage. Good negotiation skills. Good communication (written and verbal). Knowledge of the legislative framework of the Public Service in terms of financial

- management. Pre-Entry Certificate for the Senior Management Services is compulsory.
- DUTIES** : The successful candidate will be responsible for the following: Establish and maintain effective, efficient and transparent systems related to financial, risk management, internal control in accordance with the PFMA and Treasury Regulations as well as procurement and provisioning systems which is fair, equitable transparent, competitive and cost effective and ensure compliance. Take effective and appropriate steps to collect income, prevent unauthorized, irregular and fruitless as well as wasteful expenditure and report unauthorized, irregular or fruitless and wasteful expenditure. Ensure adherence to the transfer of assets and liabilities management, compliance to any tax, levy, duty, pension and audit commitments required by legislation. Responsible for budgetary control thus ensure that expenditure of the department is in accordance with the vote of department including conditional grant budget provisions. Ensure that proper record of the departments' financial affairs in accordance with prescribed norms and standards and submission/ available of these reports to all relevant role-players e.g. executive authority. Ensure that proper grant management in terms of program management in DORA Act.
- ENQUIRIES** : Ms N Letsholonyane Tel No: (012) 444-9191.
- APPLICATIONS** : Applications can be e-mailed to info@dgenerationconsulting.co and info@dgenerationelectrical.co.za
- POST 23/99** : **CHIEF DIRECTOR: COMPLIANCE AND ENTITIES OVERSIGHT REF NO: DOHS/28/2022**
Branch: Entities Oversight, IGR, Monitoring and Evaluation
Chief Directorate: Compliance and Entities Oversight
Re-advertisement. Applicants who previously applied are encouraged to re-apply.
- SALARY** : R1 269 951 per annum (Level 14) (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of Matric/ Gr 12 or equivalent. Relevant Undergraduate qualification (NQF 7 as recognized by SAQA) such as a Bachelor degree in Public Administration or Bachelor degree in Commerce. An appropriate Master's degree will be an added advantage. A minimum of 5 years' extensive relevant experience at senior management level. Competency in strategic performance planning, monitoring and risk management. Knowledge of good governance matters. Experience in regulatory compliance and relevant legislation and policies. Good knowledge of financial and budgeting skills. Sound analytical and problem solving skills. Good time management and communication skills. People management and empowerment. Candidates must be creative and innovative with a focus on results and quality. A certificate for entry into Senior Management Services (SMS) is compulsory.
- DUTIES** : The successful candidate will be expected to: Provide Human Settlements Entities oversight and interface services in support to the Executive Authority. Manage planning and performance processes. In depth analysis of entities performance. Render specialized advice on capital requirements. Manage process of establishment and de-establishment of entities. Provide Regulatory and Legislative compliance assurance to the Human Settlements Sector. Manage and monitor the implementation of Corporate Governance Framework. Provide Oversight management on Human Settlements Entities Boards practices in line with Good Governance. Monitor and support Sector transformation. Manage Resources allocated to the Chief Directorate.
- ENQUIRIES** : Mr C Ramalepe Tel No: (012) 444-9113
- NOTE** : Female candidates and people with disabilities are encouraged to apply.
- APPLICATIONS** : Applications can be e-mailed to info@dgenerationconsulting.co and info@dgenerationelectrical.co.za
- POST 23/100** : **CHIEF DIRECTOR: LEGAL SERVICES REF NO: DOHS/29/2022**
Branch: Corporate Services
Chief Directorate: Legal Services
This is a re-advertisement. Applicants who previously applied are encouraged to re-apply.
- SALARY** : R1 269 951.per annum (Level 14) (all-inclusive salary package)
- CENTRE** : Pretoria

- REQUIREMENTS** : Applicants should be in possession of Matric/ Gr 12 or equivalent. Applicants must have a minimum an appropriate post graduate degree in law/ LLB. Admitted Attorney/ Advocate. Extensive 5 years' experience at senior management level. Advanced skills to manage the Chief Directorate and provide legal support to stakeholders. Manage operations to achieve the planned outcomes of the Chief Directorate. Applicants must be in possession of strategic capabilities and leadership qualities. Applicant must be able to develop strategies and manage the implementation thereof. Knowledge and experience with Legal administration as well as court skills will be essential. Proven high-level liaison, written and verbal communication will be important. Strong focus on service delivery innovation. A certificate for entry into Senior Management Services (SMS) is compulsory.
- DUTIES** : Development of subordinate and enforceable human settlement legislation to support national human settlement policy. Co-ordinate the provisioning of general legal advice and legal documents. The management and coordination of legal contracts, opinions, international agreements, MOU's and legal advice to stakeholders. Draft and amend National Housing Legislation and regulations. Manage litigation matters and ensure legal compliance by the Department. Responsible management of resources allocated to the Chief Directorate: Legal Services.
- ENQUIRIES** : Mr C Ramalepe Tel No: 012 444 9113
- NOTE** : Female candidates and people with disabilities are encouraged to apply.
- APPLICATIONS** : Applications can be e-mailed to info@dgenerationconsulting.co and info@dgenerationelectrical.co.za
- POST 23/101** : **DIRECTOR: SECTOR POLICY & PROGRAMMES DEVELOPMENT REF NO: DOHS/10/2022**
Branch: Research, Policy, Strategy and Planning
Chief Directorate: Policy Development
Directorate: Sector Programme Development
Sub-Directorate: Policy Development and Review
- SALARY** : R1 073 187 per annum (Level 13) (all-inclusive salary package).
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should be in possession of Matric /Grade 12. Relevant Undergraduate qualification/ Bachelor's degree or equivalent (NQF level 7as recognized by SAQA) in Public Policy Studies or Law. 5 years' relevant experience at Middle/ Senior Management level. Knowledge of and a good understanding Human Settlement and Housing polices, programme, legislation, guidelines, standards and procedures. Knowledge of Public, Social and Economic Policies. Ability to conduct social, legal and economic research. Knowledge of policy making process. Knowledge of Housing and Human Settlements Development. Must have negotiations and inter-personal skill. Good verbal and written communication skills. Well-developed communication and inter-personal skills. Computer user knowledge and literacy (MS Word, MS Power Point, MS Project). Must have a driver's license. A Post graduate degree will serve as an added advantage. A certificate for entry into Senior Management Services (SMS) is compulsory.
- DUTIES** : Manage the development of housing and human settlements macro, sector and operational policies, Source information to develop and review policies , Read existing policy documents, Develop concept notes, develop problem statements and policy model, develop benchmark reports, develop draft policy frameworks, develop policy brief and policy position papers, draft socio economic impact assessment system (SEIAS) reports, Manage the policy and programme review process, revise and adjust existing human settlement policy programme, guidelines, norms and standards, gather and analyze information to inform policy and programme review, consult stakeholders regarding proposed reviews and adjustment, provide advice on emerging prospective in relation to Human Settlements Policy issues, propose policy options – Revise, develop and or reform policies, maintain and manage policy knowledge - National Housing and Human Settlements Code, update revised policies in the Housing Code, package revised information for dispatching to relevant stakeholders, undertake policy advocacy, prepare a policy interpretation and advisory notes, perform administrative functions, prepare memos, presentations, reports, minutes, agendas, briefing notes and other related documents, Identify risks and come up with risk mitigation measures, supervise

and manage the directorate 's resources, present policy documents and participate in forums

- ENQUIRIES** : Mr C Ramalepe Tel No: (012) 444-9113
NOTE : Female candidates and people with disabilities are encouraged to apply.
APPLICATIONS : Applications can be e-mailed to info@dgenerationconsulting.co and info@dgenerationelectrical.co.za

OTHER POST

- POST 23/102** : **DEPUTY DIRECTOR: ENTERPRISE ARCHITECTURE ESTABLISHMENT & ENABLEMENT REF NO: DOHS/23/2022**
Branch: Office of the Director-General
Chief Directorate: Executive Support
Directorate: Strategic Planning, Monitoring and Reporting

- SALARY** : R882 042 per annum (Level 12)
CENTRE : Pretoria
REQUIREMENTS : Matric/ Grade 12, relevant undergraduate qualification (NQF level 6/7 as recognized by SAQA, plus certificate or formal course in Monitoring and Evaluation, Strategic Management, Enterprise Architecture, Business Intelligence, Business Processes or Performance Auditing. Three to five years management experience. Exposure to human settlements sector planning, monitoring, evaluation and reporting will be an added advantage. Good knowledge of the relevant Planning and Public Service Regulatory Frameworks and Guidelines. Experience in planning, monitoring, evaluation and reporting. Competencies needed: Client orientation and communication (written, verbal and liaison) skills. Analytical skills. Planning and organizing skills. Problem-solving skills. Computer literacy. Attributes: Interpersonal relations. Ability to work independently and under pressure. Innovative and creative. Independent thinker.

- DUTIES** : The successful candidate will be expected to: Review organizational performance, coordinate corporate planning and develop corporate plans (strategic plan, annual performance plan and annual operational plan) and ensure alignment with emerging priorities and the Medium Term Strategic Framework (MTSF). Assess sector plans to ensure alignment with corporate plans, emerging sector priorities and the MTSF. Provide technical support to Provincial Departments of Human Settlements with regard to the planning processes. Coordinate integrated planning in the sector. Coordinate annual strategic reviews to inform planning. Review the guidelines governing the implementation of corporate plans. Validate Performance Agreements against corporate plans. Manage human resources within the sub-directorate and perform priority tasks/ projects/ assignments as required by the Director/ Chief Director. Establish systems to enhance and enable branches to set SMART performance measures. Establish systems to enhance and enable branches to achieve set targets.

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

- NOTE** : Male candidates and People with disabilities are encouraged to apply.