

DEPARTMENT OF HUMAN SETTLEMENTS

- APPLICATIONS** : The Director-General, Department of Human Settlements, Private Bag X644, Pretoria, 0001 or Department of Human Settlements, 260 Justice Mahomed Street, Ruth Mampati Building, Sunnyside, Pretoria, 0002
- FOR ATTENTION** : Ms N Nortman
- CLOSING DATE** : 04 May 2018
- NOTE** : The Department of Human Settlements is an equal opportunity, affirmative action employer. It is our intention to promote representivity including race, gender and disability through the filling of these positions. To further the objective of representivity within the Department, Males and people with disabilities are encouraged to apply. All applicants will be subjected to security clearance processes in accordance with the requirements of the Minimum Information Security Standard, qualification verification and other assessment processes. Should the outcome of these processes not meet the required prescripts, your appointment will NOT be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. 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, together with certified copies of qualification certificates and your ID/Passport. All copies must be certified in the past 12 months. 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. 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.
- ERRATUM:** Kindly note that the post of Deputy Director: Performance Monitoring and Control with Ref No: DOHS/08/2018 with the closing date of 04 May 2018 published in vacancy circular 15 dated 13 April 2018, the qualifications have been amended to: Appropriate or equivalent qualification in Public Administration, Internal Auditing (specialty in Performance Auditing) or Business process.

OTHER POSTS

- POST 16/04** : **ASSISTANT DIRECTOR: LEGISLATIVE COMPLIANCE AND MONITORING (3 YEARS CONTRACT) REF NO: DOHS/09/2018**
Branch: Chief Operations Officer
Chief Directorate: Regulatory Compliance
- SALARY** : R334 545 (Plus 37 % in lieu of benefits) per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year (3) tertiary qualification in Legal, Compliance or Public Administration, coupled with 3 to 5 years' experience in compliance in the public or private sector. Understanding of the Human Settlements Sector. Knowledge of computer packages. Analyses and problem solving. Prescripts, policies and practices. Good

Communication skills (verbal and written) Service Delivery and People Management. Proven investigative skills and the ability to present accurate findings in a presentable and acceptably manner.

DUTIES : Support the introduction of measures to monitor the implementation of legislation. Support the investigation of potential areas of compliance, vulnerability and risks with the view to give guidance and support. Support investigations regarding alleged violations of regulations and legislation and make recommendations for the implementation of rectifying measures. Participate in research regarding the impact of external factors on policy development flowing from the implementation of legislation and regulations.

ENQUIRIES : Ms N Nortman (012) 444-9115

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POST 16/05 : **ASSISTANT DIRECTOR: FINANCE PERFORMANCE ANALYSIS (3 YEARS CONTRACT) REF NO: DOHS/10/2018**
 Branch: Chief Operations Officer
 Chief Directorate: Regulatory Compliance

SALARY : R334 545 (Plus 37 % in lieu of benefits) per annum

CENTRE : Pretoria

REQUIREMENTS : A three (3) year tertiary qualification in Finance or Management Accounting coupled with 3 to 5 years' experience in Financial Management/ Financial Monitoring and reporting. Knowledge of housing Legislation, Constitutional Act, PFMA, Treasury Regulations, Founding Acts of public entities, Public Service Regulations. Advanced Financial Accounting and Management coupled with Budget management and administration skills.

DUTIES : Monitoring the financial performance of Human Settlements Entities. Co-ordinate the budget planning process for Human Settlement Entities. Facilitate Entities Funding requests and assist with the establishment of new entities, restructuring of entities and the closure of entities.

ENQUIRIES : Ms N Nortman (012) 444-9115

NOTE : Representivity: Diversity is promoted. Males and People with Disabilities are encouraged to apply.