

## 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** : 20 September 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.

## MANAGEMENT ECHELON

**POST 32/05** : **CHIEF DIRECTOR: EXECUTIVE SUPPORT REF NO: DOHS/05/2024**  
Branch: Office Of the Director-General

**SALARY** : R1 436 022 per annum (Level 14), (all-inclusive salary package)

**CENTRE** : Pretoria

**REQUIREMENTS** : Matric/Grade 12 or equivalent, relevant Undergraduate qualification in public Administration/ Management (NQF level 7 as recognized by SAQA) or any other relevant qualification (NQF level 7 as recognized by SAQA). 5 years' relevant experience at senior management level. Excellent analysis and problem-solving skills. Manage operations to achieve the planned outcomes of the Office of the Director-General. 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 in Financial Prescripts and Practices as well as strategic capacity and leadership. Proven high-level liaison, written and verbal communication will be important. Strong focus on service delivery innovation. 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>.

**DUTIES** : The successful candidate will be expected to manage the provision of strategic planning, monitoring and reporting services; Manage the provision of

Administrative and Secretariat services; Manage the provision of technical and administrative support services on matters pertaining to Parliament, Cabinet and other related structures; Manage transformation efforts in the human settlement sector; Manage resources allocated to the Office of the Director-General.

- ENQUIRIES** : Mr C Ramalepe Tel No: (012) 444 9113  
**APPLICATIONS** : Only Applications for Chief Director: Executive Support can be forwarded to: [sarah@tothetrecruitment.co.za](mailto:sarah@tothetrecruitment.co.za)  
**NOTE** : Female candidates and people with disabilities are encouraged to apply.

#### **OTHER POSTS**

- POST 32/06** : **PARTLIAMENT AND CABINET SUPPORT OFFICER REF NO: DOHS/06/2024**

- SALARY** : R849 702 per annum (Level 11)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : 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 (ASD/ 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). Study the relevant Public Service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood correctly.

- ENQUIRIES** : Mr L Manyama Tel No: (012) 444 9118  
**APPLICATIONS** : Applications must be submitted by post or hand or e-mail 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](mailto:jobs@dhs.gov.za)

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

- POST 32/07** : **ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: DOHS/07/2024**

- SALARY** : R849 702 per annum (Level 11)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : 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 (ASD/ 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** : ML Manyama Tel No: (012) 444 9118

**APPLICATIONS**

: Applications must be submitted by post or hand or e-mail 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](mailto:jobs@dhs.gov.za)

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