

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 forwarded to: sarah@tothetrecruitment.co.za
- CLOSING DATE** : 08 November 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 39/07** : **CHIEF DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT) AND RECORDS MANAGEMENT REF NO: DOHS/11/2024**
Branch: Corporate Services
Chief Directorate: Information Communication Technology (ICT) and Records Management
Re-advertisement. Candidates who previously apply, need not re-apply.
- SALARY** : R1 436 022 per annum (Level 14), (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Candidates should be in possession of Matric/Grade 12. Relevant Undergraduate qualification in Information Technology (IT) or any other relevant qualification at NQF level 7 as recognized by SAQA Extensive 5 years' experience at senior management level. Capable and competent financial, human resource and administrative experience. 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 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 responsible for providing support to the Department in the efficient and effective utilization of information and information technology as a strategic resource (GITO function). Manage the provision of Information Technology (IT) infrastructure planning and business application support. Manage the provision of Information Technology (IT) Support, technical and operational services. Manage the maintenance of departmental records and provide Knowledge Management Services. 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.

POST 39/08 : **CHIEF DIRECTOR: GRANTS MANAGEMENT SERVICES REF NO: DOHS/12/2024**
Branch: Chief Financial Officer
Chief Directorate: Grants Management Services

SALARY : R1 436 022 per annum (Level 14)
CENTRE : Pretoria
REQUIREMENTS : Candidates should be in possession of Matric/Gr 12. Bachelor's degree/ Advanced Diploma in Public Administration/ Management/ Business Management/ Financial Management or any other relevant qualification at NQF level 7 as recognised by SAQA. Minimum experience: 5 years' relevant experience at middle/senior management level. Good problem-solving skills coupled with strategic capacity, leadership, and planning. Knowledge and understanding of financial prescripts and practices as well as financial management skills and the application of Treasury Regulations, PFMA and DORA. Knowledge of Programme monitoring and evaluation guidelines, processes and procedures, Research, and development. Understanding the importance of people management and empowerment and time management. The successful candidate must be focused on results and quality management. Planning and organising skills as well as creative and innovative will be an added advantage. 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 annual reviews and approval of all conditional Human Settlements Grants Frameworks, Cash Flow projections and Payment Schedules. Manage the disbursement of conditional Grants as per the provisions of DORA, Grants Frameworks, approved allocations, cashflow projections and payment schedules (HSDG, ISUPG – Provinces, USDG and ISUPG - Metros). Manage monitoring, analysis and reporting on Provinces' and Metros' grants financial performance and compliance to prescripts. Manage the resources of the Chief Directorate

ENQUIRIES : Mr C Ramalepe Tel No: (012) 444-9113
NOTE : Female candidates and people with disabilities are encouraged to apply