

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.

<u>APPLICATIONS</u>	:	Applications can be e-mailed to applications@tananatosolutions.co.za
<u>CLOSING DATE</u>	:	25 August 2023 at 16h00
<u>NOTE</u>	:	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. 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. 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

<u>POST 28/46</u>	:	<u>CHIEF DIRECTOR: TRANSVERSAL PROGRAMMES AND PROJECTS REF NO: DOHS/30/2023</u> Branch: Affordable, Rental and Social Housing Chief Directorate: Transversal Programmes and Projects (Re-Advert)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 371 558 per annum (Level 14), (all-inclusive salary package) Pretoria Matric/Grade 12 or equivalent, relevant Undergraduate qualification (NQF level 7) as recognized by SAQA in Planning/ Engineering/ Architecture. An applicable post-graduate qualification in the built environment maybe considered as an added advantage in conjunction with all other qualifications. Extensive 5 years' experience at senior management level in housing and human settlements programme and project management. Relevant experience and track record in programme and project planning, funding, implementation, monitoring and oversight. Knowledge and understanding of housing and the human settlements sector including policy, legislative, regulatory compliance and governance universe and environment. 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 the Management of national programme technical planning, funding and implementation plans and support for APEX Projects Type A, B, C (Catalytic Projects, Revitalization of Mining Towns and Title Deeds. Monitor and report on programme utilization, prioritization and applications of grants, report progress in the implementation of APEX Projects. Manage the prioritization and achievement of national programme targets in APEX Projects. Manage, co-ordinate and facilitate the national accreditation programme of municipalities. Management of resources allocated to Chief Directorate.

ENQUIRIES NOTE : Mr C Ramalepe Tel No: (012) 444-9113
: Female candidates and people with disabilities are encouraged to apply. Please note that this is a re-advertisement, candidates who previously applied are encouraged to re-apply.

POST 28/47 : **CHIEF DIRECTOR: INFORMAL SETTLEMENTS UPGRADES IMPLEMENTATION SUPPORT, MONITORING AND REPORTING REF NO: DOHS/32/2022**
Branch: Informal Settlements Upgrading & Emergency Housing
Chief Directorate: Informal Settlements Upgrades Implementation Support, Monitoring and Reporting
(Re-Advert)

SALARY CENTRE REQUIREMENTS : R1 371 558 per annum (Level 14), (all-inclusive salary package)
: Pretoria
: Applicants should be in possession of Grade 12/National Senior Certificate or equivalent. Relevant undergraduate qualification (NQF 7 as recognized by SAQA in any of the relevant fields such a, town/urban and regional planning or related, construction management, housing, other relevant fields of study. A post graduate qualification (NQF 8) will be an added advantage. The incumbent requires a minimum of 5 years' experience in senior management. Experience and good understanding of planning and implementation of infrastructure projects will be beneficial. Good understanding of human settlements policies and programmes particularly informal settlements upgrading will be advantageous. Understanding and knowledge of the human settlements sector. Good knowledge of financial and budgeting skills. Sound analytical and problem-solving skills. Good communication and a sound knowledge of Microsoft Office applications is essential. People management and empowerment. Good communication and a sound knowledge of Microsoft Office applications is essential. The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. The candidate must be willing to travel extensively. 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, endorsed by the National School of Government (NSG). The course is available at the NSG 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 : Provide leadership, manage, and support a team of professionals in the build environment. Manage and provide support in the development of business plans, upgrading plans and other plans required to direct upgrading of informal settlements. The functions include the assessment of the credibility of submitted business plans and advise branch head. Provide leadership and manage the support provided to provinces and municipalities for the implementation of informal settlements upgrading. Manage the monitoring of informal settlements upgrading and report accordingly. Management of resources allocated to Chief Directorate.

ENQUIRIES : Mr C Ramalepe Tel No: (012) 444-9113

NOTE : Female candidates and people with disabilities are encouraged to apply. Please note that this is a re-advertisement, candidates who previously applied are encouraged to re-apply.

POST 28/48 : **DIRECTOR: LABOUR RELATIONS REF NO: DOHS/33/2023**
Branch: Corporate Services
Chief Directorate: Human Resource Management
Directorate: Labour Relations

SALARY : R1 162 200 per annum (Level 13), (all-inclusive salary package)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of Matric/ Grade 12 or equivalent; Undergraduate qualification (Degree/ Advanced Diploma) in relevant fields of Labour Relations/ Employee Relations/ Human Resource Management/ Law or relevant qualification (NQF level 7 as recognized by SAQA). At least 5 years' experience at middle/ senior management level. A valid Driver's License. Extensive Knowledge of applicable prescripts including Public Service Act, 1994 as amended, Public Service Regulations, 2016, Labour Relations Act, Basic Conditions of Employment Act, Public Finance Management Act, Grievance Procedures, Batho-Pele Principles. Computer literacy. Communication skills, Interpersonal skills, Dispute resolution, Negotiation skills. Expert knowledge in Labour Relations issues. Good understanding and knowledge of Government priorities including the National Development Plan. Problem solving and decision-making skills. Good communication skills (written and verbal). Project management skills. Computer literacy. Ability to work under pressure and meet deadlines. 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 : Manage a healthy Departmental Labour Relations environment, including Manage facilitation of all Labour Relations cases and activities (grievances, disputes, misconducts, disciplinary processes) in compliance with applicable prescripts, legislative framework, guidelines and processes, including rendering Labour Relations advisory services to both management and employees, and resolution thereof as well as formal disciplinary action. Represent Employer at conciliation and arbitration, managing strike actions, including monitoring implementation of litigation outcomes. Facilitate Departmental Bargaining Chamber activities including collective bargaining resolutions. Manage matters pertaining to statutory requirements, e.g. increasing access, providing information, openness and transparency, promote sound employment relationships, report on mandatory labour relations matters. Maintain a mandated database and records of grievances, misconducts and investigations. Manage development and implementation of prescribed and compliant labour relations policies and procedures. Participate in various internal and external management structures and cross functional activities in the interest of the Department. Management of resources allocated to Directorate.

ENQUIRIES : Mr C Ramalepe Tel No: (012) 444 9113

NOTE : Presentively: Female candidates and People with Disabilities are encouraged to apply.