

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 forwarded to dhs@tttrecruitment.co.za
<u>CLOSING DATE</u>	:	01 August 2025 at 16h00
<u>NOTE</u>	:	Please note that your personal information will be collected for the purposes of the recruitment process only. By populating the Z83 form you are consenting to the processing of your personal information. 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 the Department of Public Service and Administration's website or 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 must be part of the Government Employee Medical Scheme (GEMS) 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. 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 . 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 25/28</u>	:	<u>CHIEF DIRECTOR: COMMUNICATIONS REF NO: DOHS/29/2025</u> Branch: Corporate Services Chief Directorate: Communications
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (all-inclusive salary package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The successful candidate must have Matric/Grade 12 or equivalent; Relevant Undergraduate qualification or equivalent (NQF level 7) as recognised by SAQA in Communications, Multi-Media studies or Journalism. A postgraduate degree will be an added advantage. The candidate must have a minimum of five (5) years relevant experience at Senior Management level in Communications, Multi-Media and Journalism environment in the Public or Private Sector. Skills And Competencies: Advance knowledge of relevant government, legislations, policies and regulations particularly the Public Finance Management Act and Regulations (PFMA); Public Service Act and

Regulations, Independent Communication Authority of South Africa Act (ICASA), Electronic Communications and Transactions Act (ECTA), Government Communications Policy, Government Communications Information Systems (GCIS) policies and protocols and Parliamentary Protocols and linkages with government clusters. Must have skills in strategic management, annual performance planning, operational planning, performance management and the ability for effective performance planning, implementation, reporting, monitoring and evaluation. Strategic capability and leadership, programme and project management skills, financial management, service delivery and innovation, problem solving and analysis, conflict management, change management skills and the ability to work for extended hours and under pressure. Must have excellent communication skills (both written and verbal), public relations, client relations, multi-media digital communications and deep understanding of web culture, social media platforms and channels, knowledge management, people management, client orientation, customer focus, diversity management, financial management, risk management and good corporate governance. Must have a valid driver's licence.

DUTIES

: The successful candidate will be expected to provide internal and external communication services to the Department, build communication networks and inter-sectoral communication and stakeholder management platforms for National, Provincial and Local Government within the Human Settlement Sector. Oversee the Strategic, Annual and Operational Plans of the Communications Unit and the Communications and Marketing Plan of the Department and ensure effective performance management against pre-determined objectives, reporting and implementation, monitoring and evaluation, including multi-media communication analytics. Provide media liaison and communication through various multi-media services, digital and electronic web-based multi-media and social platforms in the communication, promotion and marketing the Department. Oversee the image of the Department in the digital and social media space against all applicable legislations. Provide support to the Executive Authority's communications, multi-media strategy, and service delivery programmes, media events and campaigns, from design through to delivery.

ENQUIRIES **NOTE**

: Ms M Tshokolo Tel No: (012) 444-1473
: Female candidates and people with disabilities are encouraged to apply