



KWAZULU-NATAL PROVINCE

**HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA**

DIRECTOR: HUMAN RESOURCES MANAGEMENT

(LEVEL 13)

SALARY: R 1 057 326 PER ANNUM (All-inclusive package)

CENTRE: DURBAN

Reference Number: D: HRM 01/2022

Requirements: Applicants must be in possession of an appropriate Bachelor's Degree or NQF Level 7 as recognized by SAQA, coupled with a minimum of 5 years middle management experience in Human Resource Management environment. A valid driver's license. Applicants must be in possession of SMS pre-entry requirement certificate from National School of Government (i.e. Nyukela).

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 (in compliance with the DPSA competency-based assessments). The competency assessment will be testing generic managerial competencies using mandated DPSA SMS competency assessment tool.

Knowledge, Skills and Competencies: Extensive knowledge in various Acts and Regulations that govern Human Resource practices. Knowledge and understanding of change management. Knowledge and understanding of applicable Public Service prescripts. Knowledge of Public Finance Management Acts and Treasury Regulations. Good communication skills. Conflict management skills, Computer literacy. Language skills. Project management and financial management skills. Time management skills. Ability to work under pressure. Flexibility to work long and extra hours.

The successful candidate will perform the following Key Performance Areas:

*Ensure provision of Human Resource Administration; *Provide Human Resource Planning and Information Management System services; *Ensure effective promotion of sound labour relations in the department; *Ensure effective implementation of Employee Health and Wellness Programme and strategies; *Manage the development and implementation of policies; *Manage effective utilization of the directorate and budget.

Enquiries related to the above-mentioned post can be directed to: Ms. RD Soodeyal at 031 336 5318.

This is a re-advertisement, applicants are encouraged to re-apply if they are still interested.

DIRECTOR: INTERGOVERNMENTAL RELATIONS

(5-year contract)

(LEVEL 13)

SALARY: R 1 057 326 PER ANNUM (All-inclusive package)

CENTRE: DURBAN

(Reference Number: D IGR 01/2022)

Requirements: Applicants must be in possession of an appropriate Bachelor's Degree or NQF Level 7 as recognized by SAQA, coupled with a minimum of 5 years middle management experience in Executive support and Inter-governmental relations. A valid driver's license. Applicants must be in possession of SMS pre-entry requirement certificate from National School of Government (i.e. Nyukela).

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 (in compliance with the DPSA competency-based assessments). The competency assessment will be testing generic managerial competencies using mandated DPSA SMS competency assessment tool.

Knowledge, Skills and Competencies: Knowledge of interpretation of relevant legislation; Basic knowledge of Housing legislation and practices; Knowledge of departmental policies and guidelines; Knowledge of Public Service Act, 1994; Knowledge of Public Service Regulations of 2001 as amended; Knowledge of PFMA; Research skills; Policy formulation and interpretation skills; Project management skills; Strategic planning skills; Computer skills; Financial management skills; Facilitation skills; Chairing of meetings; Influencing and motivational skills; Generic processes; Communication skills (verbal & written); Numeric skills; Professional; Loyal; Trustworthy; Honest.

The successful candidate will perform the following Key Performance Areas:

*Manage the inter-governmental programmes; *Facilitate skills transfer, knowledge sharing with international organizations, other governments, and Private Sector Organizations in Housing sector to improve service delivery; *Manage the provision of executive support in the office of the HOD and the department; *Facilitate HOD's projects to enhance and strengthen service delivery; *Manage resources in the office of the HOD.

Enquiries related to the above-mentioned post can be directed to: Mr. MOS Zungu at 033 392 6434.

This is a re-advertisement, applicants are encouraged to re-apply if they are still interested.

DIRECTOR: CAPACITATION AND BLACK ECONOMIC EMPOWERMENT

(LEVEL 13)

SALARY: R 1 057 326 PER ANNUM (All-inclusive package)

CENTRE: DURBAN

(Reference Number: D CBEE 01/2022)

Requirements: Applicants must be in possession of an appropriate Bachelor's Degree or NQF Level 7 as recognized by SAQA, coupled with a minimum of 5 years middle management experience in the Project Management, Public Management, or related degree in Built Environment. Experience in Built environment will be an added advantage. A valid driver's license. Applicants must be in possession of SMS pre-entry requirement certificate from National School of Government (i.e. Nyukela).

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 (in compliance with the DPSA competency-based assessments). The competency assessment will be testing generic managerial competencies using mandated DPSA SMS competency assessment tool.

Knowledge, Skills and Competencies: Knowledge of interpretation of relevant legislation; Basic knowledge of Housing legislation and practices; Knowledge of departmental policies and guidelines; Knowledge of Public Service Act, 1994; Knowledge of Public Service Regulations of 2001 as amended; Knowledge of PFMA; Language skills; Listening skills; Interpersonal relations; Computer skills; Leadership skills; Time management skills; Report writing skills; Problem solving skills; Communication skills; Conflict management skills; Change management skills; Self-discipline; Negotiation skills; Diplomacy; Project management skills; People management skills; Relationship management; Financial management skills; Strategic planning; Presentation skills; Decision making; Innovative; Independent; Time frame driven; Meticulous; Confidentiality; Proactive; Honesty; Integrity; Reliability; Professionalism.

The successful candidate will perform the following Key Performance Areas:

*Oversee the implementation of Youth, Women and People with Disabilities programmes and identify opportunities for empowerment of these groups and ensure that all legislative prescripts promoting empowerment are applied correctly and adhered to; *Facilitate and provide support in the development and implementation of policies and strategies to ensure effective and comprehensive empowerment of youth, women and people with disabilities in the human settlement sector; *Facilitate and coordinate the establishment of strategic partnerships aimed at empowerment and upliftment of youth, women and people with disabilities; *Develop budget estimates and track expenditure against youth, women and people with disabilities by the Department; *Manage the resources and overall functioning of the Directorate.

Enquiries related to the above-mentioned post can be directed to: Mr. BE Cele at 031 319 3601.

This is a re-advertisement, applicants are encouraged to re-apply if they are still interested.

DEPUTY DIRECTOR: EXECUTIVE SUPPORT

(LEVEL 11)

SALARY: R 744 255.00 pa

CENTRE: DURBAN

(Reference Number: DD ES 01/2022)

Requirements: Applicants must be in possession of a Degree/National Diploma in Public Administration/Public Management coupled with a minimum of 3-5 years junior management experience. Computer literacy. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of Public sector; Knowledge of PFMA; Knowledge of HRM prescripts; Knowledge of Housing legislation; Creative skills; Innovative skills; Strategic thinking skills; Computer literacy; Time management skills; Analytical skills; Management skills; Communication skills; Financial management skills; Decision making skills; Service oriented; Ability to work under pressure; Flexibility to work extra hours; Team oriented; Goal oriented; Quick thinker.

The successful candidate will perform the following key Performance Areas:

*Provide document tracking mechanisms to ensure efficient inflow and outflow of documents in the office of the HOD; *Facilitate transformation initiatives in the department; *Monitor and advise on performance trends to align performance goals to the department strategic plan; *Handle and follow up on Cabinet memorandum; *Control the resources of the directorate.

Enquiries related to the above post can be directed to: Mr. MOS Zungu at 033 392 6434.

This is a re-advertisement, applicants are encouraged to re-apply if they are still interested.

ASSISTANT DIRECTOR: PROMOTIONS AND EVENTS

LEVEL 09

SALARY: R 382 245.00 pa

CENTRE: DURBAN

(Reference Number: AD CS 01/2022)

Requirements: Applicants must be in possession of a National Diploma/Degree in Communication/Marketing/Public Relations coupled with a minimum of three years' experience in communication field. Computer literacy. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of Policy development; Knowledge of Communication and public relations; Knowledge of Public Service Regulations; Knowledge of Housing policies and Regulations; Knowledge of White Paper in Housing; Knowledge of Project management; Knowledge of Promotion of Access to Information Act; Communication skills (written & verbal); Photographic skills; Problem solving skills; Change management skills; Facilitation skills; Research skills (qualitative and quantitative); Time management skills; Client/customer focus; Working under pressure; Flexible and open to challenges; Service oriented; Integrity.

The successful candidate will perform the following key performance areas:

*Produce and distribute publication and exhibition material; *Conduct communication research; *Assist in coordination of departmental events and media campaigns; *Provide client relations services; * Assist with media liaison services; * Assist in drafting of Communication policy and Strategy, Standard Operating Procedures; *Maintain corporate identity and image of the department; *Provide publication & photo journalism services.

Enquiries related to the above-mentioned post can be directed to: Mr. T. Moodley at 033 392 6485.

This is a re-advertisement, applicants are encouraged to re-apply if they are still interested.

ASSISTANT DIRECTOR: INTERNAL CONTROL

(INTERNAL AUDIT OFFICER)

(LEVEL 9)

SALARY: R 382 245.00 pa

CENTRE: DURBAN

(Reference Number: AD IC 01/2021)

Requirements: Applicants must be in possession of a **three (3) year** Degree/National Diploma in Financial/Auditing **or** Risk Management or an equivalent relevant qualification plus a minimum of 3 years' experience in Risk Management/Auditing environment. A valid driver's license and Computer Literacy (**Ms Word, Ms Excel, Ms PowerPoint and Ms Outlook**).

Knowledge, Skills and Competencies: Knowledge of Housing Act 107 of 1997; **PFMA and its Regulations, Kings Report on Corporate Governance**, Knowledge of Housing Codes, Codes of Ethics; Knowledge of **Housing** Subsidy System (HSS); Knowledge of Debtor System; Knowledge of Persal, Basic Accounting System (BAS); Knowledge of PFMA; Knowledge of IIA Standards; Knowledge of Department Policies & Procedures; Knowledge of Generally Accepted Accounting Practices (GAAP); Planning and organization skills; Research skills; Report writing skills; Interviewing skills; Computer skills; Investigation skills; Diplomacy skills, Communication skills (at all levels); Ethical and moral values; Integrity; Commitment; Independent; Observant; Intelligent; Tactful; Confidentiality.

The successful candidate will perform the following key Performance Areas:

*Ensure compliance with policies, plans, procedures, laws and regulations; *Provide advice & guidance on the implementation of internal control systems; *Provide strategies for safeguarding of assets and resources in the Department; *Provide research on risk and formulate risk management strategies; *Identify risk areas on all resources.

Enquiries related to the above-mentioned post can be directed to: Mr R. Mohan at 031 336 5411.

This is a re-advertisement, applicants are encouraged to re-apply if they are still interested.

EXECUTIVE ASSISTANT: OFFICE OF THE HOD

LEVEL 09

SALARY: R 382 245.00 pa

CENTRE: DURBAN

(Reference Number: EA OHOD 01/2022)

Requirements: Applicants must be in possession of a National Diploma/Degree in Public /Business Administration or related qualification coupled with a minimum of 3 years administrative experience. Computer literacy. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of Public sector; Knowledge of Public Relations Act; Knowledge of service delivery; Knowledge of Basic Conditions of Employment Act; Knowledge of human resource prescripts; Computer literacy; Basic research skills; Communication skills; Presentation skills; Problem solving skills; Analytical thinking; Driving skills; Interviewing skills; Time management skills; Interpersonal relations and networking; Influencing skills; Negotiation skills; Motivation skills; Writing and formulation of reports; Diplomacy skills; Planning and organizing skills; Ability to interpret and apply policy; Innovative skills; Good office administration skills; Dynamic person; Quick thinker; Flexible to challenges; Working under pressure.

The successful candidate will perform the following key Performance Areas:

*Overall management and co-ordination of the office of the Head of Department;
*Provide secretarial functions to the Head of Department; *Provide administration and brief on policy issues referred to the Head of Department; *Promoting a sound working relationship between the department and its internal and external clients; *Gather information and co-ordinate information between the Head of Department and components within the department; *Provide support with the budget within the Office of the Head of Department.

Enquiries related to the above-mentioned post can be directed to: Mr. MOS Zungu at 033 392 6434.

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CLOSING DATE: 18 MARCH 2022

NOTE :Applications must be submitted on the **New prescribed applications form signed Z83** (which must be originally signed and must be completed in full), accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications set out in the advertisement, **matric certificates must be attached** (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), identity document as well as a valid driver's license (where a driver's license is a requirement). Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documents must be submitted for each post applied for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged and applicants who have not received an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. The Department reserves the right not to fill the post (s).

Note: Applications not submitted on the fully completed new Z83 application forms will not be considered.

Forward your applications, quoting the relevant reference number and the name of publication which you saw this advertisement to the Head of Department of Human Settlements, Private Bag x 54367, Durban 4000, for the attention of Mr. SD Mthethwa or hand-deliver to 353-363 Dr Pixley ka Seme Street, Murchison Passage, Eagle Building, Durban, Ground Floor.

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