



human settlements
Department:
Human Settlements
PROVINCE OF KWAZULU-NATAL

353-363 Dr. Pixley Ka Seme Street, Durban 4001, Private Bag X 54367, Durban 4000
Tel: 031 336 5213, Fax: 031 336 5141, Enquiries: Recruitment. Website: www.kzndhs.gov.za.

HRM VACANCY CIRCULAR NO. 03 OF 2018

Vacancies in the department of KZN Human Settlements

To all Heads of Components within KZN Province-Department of Human Settlements, Regional, District Offices and Supervisors

1. Introduction

The aim of this circular is to distribute advertisements of vacancies within the Department of Human Settlements. **This includes: In-service trainees, Staff on Internship programme, Staff on Contract employment.**

2. Directions to candidate

Applications must be submitted individually in the prescribed Z83 form, obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae together with certified copies of ALL qualifications, skills or competencies to substantiate compliance with/ adherence to the appointment requirements plus a clear and legible, certified copy of the valid South African bar-coded ID (passports will not be accepted) and valid South Africans driver's license where it is a requirement. Copies of copies OR copies certified on the blank side of the copy will not be accepted. Faxed or electronic copies will not be considered.

It is the applicant's responsibility to have foreign qualifications assessed for equivalence by the South African Qualification Authority (SAQA).

Applications must indicate the reference number of the vacancy in their applications.

Applications that do not comply with the above- mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill post. Recommended candidates will be subjected to vetting prior to an offer of appointment being made. Candidates are expected to be contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application unsuccessful. Please note that further communication shall be restricted to those candidates who have been shortlisted.

Applications requiring additional information regarding an advertised post must direct their enquiries to person/s in the advertisement.

Department of Human Settlements in KZN is an equal opportunity employer and encourages applications from women and people with disabilities.

Applications may be hand-delivered to 353-363 Dr. Pixley Ka Seme Street, Murchies Passage (Eagle Building) Durban, Ground Floor or posted to: Department of Human Settlements, Private Bag x 54367, Durban 4000, FOR THE ATTENTION OF MR SD MTHETHWA.

CLOSING DATE: 22 JUNE 2018.

3. Enquiries to be directed to persons appearing on relevant post/s.

The contents of this circular must be brought to the attention of all employees.



ACTING HEAD OF DEPARTMENT
HUMAN SETTLEMENTS



DATE:



human settlements

Department:
Human Settlements
PROVINCE OF KWAZULU-NATAL

SENIOR STATE ACCOUNTANT: HOUSING FUND MONITORING & RECONCILIATION

LEVEL 08

SALARY: R 281 418.00 PER ANNUM

CENTRE: DURBAN

(Ref: SAO: HFMR /05/2018

Requirements: Applicants must be in possession of National Diploma or Degree in Financial Management coupled with 3-5 year's relevant experience. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of PFMA and MFMA; Knowledge of Accounting practice; Understanding of Financial Delegation; Knowledge of Financial Management; Knowledge of housing funds; Knowledge of housing act and housing code; Knowledge of Treasury regulations; Communication skills; Financial skills; Computer literacy; Interviewing skills; Organizing skills; Presentation skills; Research skills; Analytical thinking; Negotiation skills; Motivation skills; Influencing skills; Driving; Interpersonal Relations; Service orientated; Integrity; Willing to learn and travelling Well-disposed towards people; Ability to work under extreme pressure; Quick thinker; Flexible and open to challenges.

The successful candidate will perform the following Key Performance Areas:

- *Reconcile all monies held in the trust buy conveyances in respect of the individual subsidies, consolidation subsidies and subsidies; *Coordinate, facilitate and prepare strategic information such as title deeds, transfers, bank statements, reconciliation schedules and appropriate records from conveyances and financial institutions;
- *Reconcile all monies held in the trust by banking or financial institution; *Monitor and co-ordinate all funds returned in respect of individual subsidies, institutional subsidies and consolidation subsidies for the purpose of reconciliation.

**Enquiries related to the above mentioned post can be directed to: Mrs ZG Myeni
031 336 5393.**

**SENIOR ADMINISTRATIVE OFFICER: SUBSIDY ADMINISTRATION
LEVEL 08
SALARY PACKAGE: R 281 418.00 PER ANNUM
CENTRE: DURBAN
REF.: SAO SUB 01/2018**

REQUIREMENTS: A Bachelor's degree/National Diploma in Housing Administration or Grade 12 coupled with three year administrative experience in Housing Subsidy System (HSS). In-service training on Housing Subsidy System. A valid driver's license.

KNOWLEDGE, SKILLS AND COMPETENCIES: Knowledge of the Public Service Act; Knowledge of Public Service Regulations; Knowledge of Housing Subsidy System; Understanding of subsidy housing policy; Understanding housing administration procedures; Knowledge of Housing Act; Communication skills (written & verbal); Computer skills; Presentation skills; Listening skills; Networking skills; Client focus skills; Analytical skills; Problem solving skills; Operating HSS; Financial skills; Influencing skills; Language skills; Willing to learn; Team building; Client/customer focus (both internal & external); Flexible and open to challenge; Integrity; Honesty.

The successful candidate will perform the following key results areas:

- *Implement the beneficiary administration process; *Compile individual subsidy payment advice and implement the payment process of individual and project subsidies;
- *Conduct investigation on electronic checks for first level override of beneficiaries;
- *Administration of project set up and project monitoring milestone on Housing Subsidy System; *Provide subsidy service and guidance to stakeholders with regard to the subsidy processes.

Enquiries related to the abovementioned post can be directed to: Ms. JD Naiker at 031 336 5398.

CLOSING DATE: 22 JUNE 2018

NOTE :Applications must be submitted on the prescribed applications form signed Z83 application form (which must be originally signed) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications set out in the advertisement (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)

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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 X54367, Durban 4000, for the attention of Mr. S.D. Mthethwa or hand-deliver to 353-363 Dr Pixley Ka Seme Street, Eagle Building, Murchies Passage, Durban, Ground Floor.