



**human settlements**  
Department:  
Human Settlements  
PROVINCE OF KWAZULU-NATAL

## **PROFESSIONAL CONSTRUCTION PROJECT MANAGER (FIVE YEAR CONTRACT)**

**SALARY: GRADE A – C R637875.00 – R 977883.00 [Salary is OSD related]**

**CENTRE: UMKHANYAKUDE DISTRICT: [Located in Northern Region]  
(REF: PCPM: UMK 02/2018)**

**REQUIREMENTS:** National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience as a Professional Construction Project Manager, OR a BTech (Built Environment field) with a minimum of 4 years certified managerial experience, OR an Honours degree in any Built Environment field with a minimum of 4 years relevant experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. A valid driver's license.

**KNOWLEDGE, SKILLS AND COMPETENCIES:** Knowledge of Human Settlement policies and legislation, programme management skills, project management principles and methodologies, knowledge of research and development, computer aided engineering applications, knowledge of legal compliance with building industry norms and standards, technical report writing, creating a high performance culture, technical consulting and professional judgement. Decision making skills. Team leadership skills. Analytical skills. Creativity skills. Self-management skills. Project-related financial management skills. Customer focus and responsiveness. Communication skills. Computer literacy. Planning and organising skills. Conflict management skills. Problem solving and analysis. People management skills. Knowledge of Public Finance Management Act, Municipal Finance Management Act, Supply Chain Management Regulations and procurement processes. Knowledge of Contract Management and Contract Administration.

**KEY PERFORMANCE AREAS:** Manage and co-ordinate all aspects of projects in terms of:- Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management in terms of:- Report project progress to the Chief Construction Project Manager, and Manage the projects' budgets and resources. Office Administration in terms of:- Provide inputs to other professionals with tender/procurement administration;

Liaise and interact with service providers, clients and management; Contribute to human resources and related activities; Maintain the record management system and the architectural library; and Utilize resources allocated effectively. Research and Development in terms of:- Keep up with new technologies and procedures: Research/literature on new developments on project management methodologies: and Liaise with relevant bodies/ councils on project management.

OR

**CANDIDATE CONSTRUCTION PROJECT MANAGER (FIVE YEAR CONTRACT)**

**SALARY: R549 639 per annum. [Salary is OSD-related]**

**CENTRE: UMKHANYAKUDE DISTRICT [Located in Northern Region]**

**REFERENCE: REF: CCPM: UMK 01/2018**

**REQUIREMENTS:** An Honour's Degree in the Built Environment field of study OR a B-Tech Qualification (Built environment field) with a minimum of one year relevant experience or National Higher Diploma (Built environment field) with a minimum of eighteen months relevant experience or National Diploma (Built environment field) with a minimum of two years' relevant experience. A valid driver's license. Compulsory registration with SACPCMP as a Candidate Construction Project Manager on appointment.

**KNOWLEDGE, SKILLS AND COMPETENCIES:** Knowledge of project management principals and methodologies. Knowledge of legal compliance with building industry norms and standards. Computer aided engineering applications. Solutions-orientated. Decision making skills. Analytical skills. Computer skills. Planning and organising. Problem solving and analysis. Project management skills. Research and development skills. Technical report writing. Networking. Creativity. Organising skills. Communication skills. Self-management. Customer focus and responsiveness. Interpersonal skills. Team work.

**KEY PERFORMANCE AREAS:** Manage and co-ordinate all aspects of projects under the supervision of a Construction Project Manager:- Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Construction Project Manager; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; Effectively apply methodology and enforce project standards to minimize risk on projects; and Conduct integrated project planning with relevant local and district stakeholders. Project accounting and financial management:- Report project progress to Project Manager; and Manage project budget and resources in consultation with Project Manager. Office Administration:- Provide

inputs to Construction Project Manager with tender administration; Liaise and interact with service providers, client and management under the guidance of the Construction Project Manager; Contribute to the human resources and related activities; Maintain record management systems and architectural library; Utilise resources. Research and Development: - Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and Liaise with relevant bodies/councils on project management.

**Enquiries related to the above mentioned posts can be directed to: Mr ZS Mbonane at 035 874 8003.**

### **PROFESSIONAL CONSTRUCTION PROJECT MANAGER (FIVE YEAR CONTRACT)**

**SALARY: GRADE A TO C: R637875.00 – R977883.00 [Salary is OSD-related]**

**CENTRE: VULINDLELA HOUSING PROJECT: Located in Pietermaritzburg  
(REF: PCPM: VUL 01/2018)**

#### **REQUIREMENTS**

National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience as a Professional Construction Project Manager, OR a BTech (Built Environment field) with a minimum of 4 years certified managerial experience, OR an Honours degree in any Built Environment field with a minimum of 4 years relevant experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. A valid driver's license.

**KNOWLEDGE, SKILLS AND COMPETENCIES:** Knowledge of Human Settlement policies and legislation, programme management skills, project management principles and methodologies, knowledge of research and development, computer aided engineering applications, knowledge of legal compliance with building industry norms and standards, technical report writing, creating a high performance culture, technical consulting and professional judgement. Decision making skills. Team leadership skills. Analytical skills. Creativity skills. Self-management skills. Project-related financial management skills. Customer focus and responsiveness. Communication skills. Computer literacy. Planning and organising skills. Conflict management skills. Problem solving and analysis. People management skills. Knowledge of Public Finance Management Act, Municipal Finance Management Act, Supply Chain Management Regulations and procurement processes. Knowledge of Contract Management and Contract Administration.

**KEY PERFORMANCE AREAS:** Manage and co-ordinate all aspects of projects in terms of:- Guide the project planning, implementation, monitoring, reporting and

evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management in terms of:- Report project progress to the Chief Construction Project Manager, and Manage the projects' budgets and resources. Office Administration in terms of:- Provide inputs to other professionals with tender/procurement administration; Liaise and interact with service providers, clients and management; Contribute to human resources and related activities; Maintain the record management system and the architectural library; and Utilize resources allocated effectively. Research and Development in terms of:- Keep up with new technologies and procedures: Research/literature on new developments on project management methodologies: and Liaise with relevant bodies/ councils on project management.

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**KNOWLEDGE, SKILLS AND COMPETENCIES:** Knowledge of project management principals and methodologies. Knowledge of legal compliance with building industry norms and standards. Computer aided engineering applications. Solutions-orientated. Decision making skills. Analytical skills. Computer skills. Planning and organising. Problem solving and analysis. Project management skills. Research and development skills. Technical report writing. Networking. Creativity. Organising skills. Communication skills. Self-management. Customer focus and responsiveness. Interpersonal skills. Team work.

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**Enquiries related to the above mentioned post can be directed to: Mr TE Magagula at 033 845 2021.**

**CONTROL WORKS INSPECTORS (5 YEAR CONTRACT)  
2 POSTS**

**SALARY: R 417 552.00 (LEVEL 10)**

**CENTRE(S): ILEMBE DISTRICT  
(REF: CWI IL/01/2018)**

**Minimum Requirements:** Applicants must be in possession of an appropriate Bachelor's Degree/ National Diploma in the technical field/ built environment with a minimum of 3 - 5 years relevant experience. Compulsory registration with SACPCMP as a Candidate Construction Project Manager on appointment. A valid driver's license.

**Knowledge, Skills and Competencies:** Knowledge and understanding of various relevant legislation, policies and guidelines that govern the built environment, project management skills, principles and methodologies, research and development, good communication and interpersonal skills, legislation, policy and guidelines interpretation skills, analytical skills, computer literacy and time management skills.

**Key Performance Areas:** Monitor the construction of houses to ensure compliance with building regulations. Ensure that regular material testing is done by the contractor. Ensure that specified materials are used in the construction process. Manage and control all consumer complaints in respect of the projects. Monitor all remedial rectification on the projects. Process project enrolment with the NHBRC. Provide technical support to all projects in the District. Examination of all plans and specifications for compliance to ensure that they are managed (geotechnical reports, surveyor-general plans, engineering designs and specifications). Ensure projects delivery on service level agreement. Manage resources.

**Enquiries for the posts in ILembe District must be directed to: Mr NE Dhooma at 031 319 3617.**

## **CLOSING DATE: 29 MARCH 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)

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

**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.**