



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

**CHIEF DIRECTOR: CORPORATE MANAGEMENT SERVICES**  
**[Human Resources Management, Organisational Development, Security & Auxiliary Services and Legal Services]**

**(LEVEL 14)**

**SALARY: R 1 127 334 PER ANNUM (All-inclusive package)**  
**CENTRE: DURBAN**  
**REF: CD-HR: 02/2017**

**Requirements:** Applicants must be in possession of a Degree at NQF Level 7 as recognized by SAQA in Human Resource Management/ Human Resources Development/Organisational Development, coupled with 5 years relevant senior management experience. A valid driver's license.

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

**Knowledge, Skills and Competencies:** Knowledge of the Constitution of the RSA, National Housing Act and National Housing Codes. Work experience and working knowledge of the Promotion of Administrative Justice Act; Knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act, Collective Bargaining Prescripts, Human Resource Policies and Practices of the Public Service, Transformation of the Public Service (White Paper), Public Finance Management Act and Municipal Finance Management Act, Treasury Regulations, and DPSA's Toolkit for Organisational Design. Knowledge of and Skills in Organisational Development, Facilities Management, Fleet Management and Security Services Management; Skills and Work experience in Human Resource Administration and Multi-year Human Resource Planning. Computer literacy; Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Skills; Ability to work under-pressure; Flexibility to work after

hours; Team work orientated. Experience with maintaining open relationships with all labour unions.

**The successful candidate will perform the following key Performance Area:**

\*Effectively and efficiently manage the following directorates which comprises of the Chief Directorate: Corporate Management Services, namely Human Resources Management, Organisational Development, Security & Auxiliary Services and Legal Services. Develop and implement human resource strategies, policies, information systems and multi-year planning; \*Manage open win-win relationships with unions, participate in the department's established labour forum and the provision of effective labour relations services; \*manage the effective implementation of the department's Employee Performance Management and Development System and its Employee Wellness Programmes. \*Manage the provision of human resource administration services. \*Manage organizational effectiveness through the provision of human resource development programmes, organisational design/re-design services and co-ordinate the implementation of change management and service delivery improvement mechanisms including work-place productivity programmes; \*Manage the provision of security and auxiliary services, including facilities management, work environment management and fleet management services. \*Manage the provision of sound legal advice and litigation support to the department as well as the provision of advice on the drafting and monitoring of the department's service level agreements. \*Ensure effective and efficient management of human and financial resources of the chief directorate;

**Enquiries related to the above mentioned post can be directed to: Ms. G.M. Apelgren-Narkedien at 031 336 5334.**

**CHIEF DIRECTOR: MONITORING & EVALUATION, STRATEGY AND GOVERNANCE  
MANAGEMENT**

**(Five year contract)**

**(Level 14)**

**TOTAL SALARY PACKAGE: (R 1 127 334.00) PER ANNUM**

**CENTRE: PIETERMARITZBURG**

**(Ref. CD ME 01/2017)**

**Requirements:** Applicants must be in possession of an appropriate Bachelor's Degree at NQF 7 as recognized by SAQA in Monitoring & Evaluation, or Social Science/Sociology or Public Management coupled with 5 years relevant experience at senior management level, preferably in the Monitoring & Evaluation field. A valid driving licence is essential.

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 generic managerial competency assessments (in

compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.

**Knowledge, Skills and Competencies:** Knowledge of the Constitution of the RSA. Knowledge of policies and legislation governing the Human Settlements sector i.e. National Housing Act and National Housing Codes. Knowledge of Public Service Act and Regulations, Public Finance Management Act., Public Audit Act 25 of 2004 regarding performance information auditing and National Treasury Regulations on government performance information reporting. Skills in the broad field of Monitoring & Evaluation specializing in performance data verification techniques and high-level performance analysis techniques. Skills in developing strategies and short to medium term strategic planning. Knowledge of Information, Communication and Technology Services. Knowledge of Communication and Marketing Services. Computer literacy; Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; Client Orientation and Customer Focus; verbal and written Communication Skills; Ability to work under-pressure; Flexibility to work after hours.

**The successful candidate will perform key Performance Areas:**

Strategically manage the implementation of provincial and national monitoring and evaluation programmes of the department's service delivery performance on a monthly, quarterly, annually and long term basis. Manage the verification process of reported performance information against the department's Annual Performance Plans to ensure validity, accuracy and completeness. Maintain the constant availability of verified performance information for auditing by Auditor General to reduce the risk of adverse audit opinion. Strategically manage the processes and compilations of the Department's 5-year Strategic Plans, 3-year Annual Performance Plans and Annual Operational Plans, as well as its monthly, quarterly and annual performance reports. Develop the department's ICT solutions and monitor its information management systems. Provide ICT infrastructure and operational support services within the department. Maintain ICT administrative systems and ensure data integrity. Develop and maintain the departmental website. Facilitate the Promotion of Access to Information. Provide internal and external communication of the department's service delivery programmes, as well as media liaison support. Provide publication and photo journalism services. Provide strategic direction to the Chief Directorate and exercise the duties of Responsibility Manager.

**Enquiries related to the abovementioned posts can be directed to: Ms. G.M. Apelgren-Narkedien at 031 336 5334.**

**DIRECTOR: INFORMATION MANAGEMENT SYSTEMS AND TECHNOLOGY  
(LEVEL 13)**

**SALARY: R 948 174 PER ANNUM (All-inclusive package)**

**CENTRE: DURBAN**

**REF: D: IMST /05/2017**

**Requirements:** Applicants must be in possession of a Degree or NQF Level 7 as recognised by SAQA in Information Technology and Information Management Systems coupled with 5 years relevant middle management experience in IT and IMS environment. A valid driver's license.

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 the Constitution of the RSA, Knowledge of Public Finance Management Act and Treasury Regulations, Knowledge of Promotion of Information Act, Extensive knowledge of Global Information Technology process, Knowledge of SITA Act, Knowledge of computer hardware and software, Knowledge of computer operating system, Knowledge of Archives Act, Public service knowledge of COBIT, ITLL and ISO, Knowledge of IT guidelines. Strategic Planning Skills, Computer Skills, Time Management, Analytical Skills, Technical Expertise, Facilitation Skills, Presentation Skills, Management Skills, Communication Skills, Assertiveness, Negotiation Skills, Decision Making Skills, Networking.

**The successful candidate will perform the following key Performance Area:**

\*Ensure the provisioning of information technology services, equipment and software programs in the department; \* Ensure the provision of information system requirements in the department; \* Ensure the provision of information management support services in the department; \* Establish and maintain information resource centres in the department; \*Design and manage business continuity programmes; \* Manage effective and efficient utilisation of human and financial resources of the directorate.

**Enquiries related to the above mentioned post can be directed to: Ms. G.M. Apelgren-Narkerdien at 031 336 5334.**

**DIRECTOR: PROPERTY MANAGEMENT AND DISPOSAL (2 YEAR CONTRACT)  
(LEVEL 13)  
SALARY: R 948 174 PER ANNUM (All-inclusive package)  
CENTRE: DURBAN  
REF: D: PM/D 01/2017**

**Requirements:** Applicants must be in possession of a Bachelor's Degree at NQF 7 as recognized by SAQA in Built Environment or in the Land Legal field coupled with 5 years middle management experience in property management and property disposal or land legal sector. A valid driving licence is essential.

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

**Knowledge, Skills and Competencies:** Knowledge and understanding of policy analysis, policy development and interpretation relating to state properties, immovable asset management, processing of property rates. Problem solving, financial management, decision making, verbal and written communication, strategic capability and transformative leadership, people management, planning, organising and conflict management. Knowledge and experience in comprehensive property management services inclusive of Sectional Title processes, home owners awareness, maintenance and upgrade of old properties.

**The successful candidate will perform the following key Performance Area:**

\*Manage the transfers of the housing properties to the qualifying beneficiaries i.t.o. government's EEDBS policy; \*Manage pre-conveyancing processes on the state-owned properties;\* Administer the transfer of state-owned properties;\*Manage the disposal of state Housing Fund vacant land and buildings;\*Manage devolution of properties to the municipalities;\* Management of title deeds restoration programme in the province;\* Management of immovable assets register of the Housing Fund Properties;\*Administer the immovable assets ,ensure the integrity of information captured onto the immovable assets register;\*Ensure verification of properties on immovable assets register;\*Manage revenue collection on the Housing Fund Properties;\*Manage the Debtor System in the Directorate;\* management of payment of rates and services on Housing Fund Properties;\*Manage home-owners awareness/consumer education re: maintenance of their properties after receiving title deeds, body corporate affairs after receiving their (Sectional title deeds and induction of Sectional title owners)\* Provide effective and efficient utilization of human and financial resource of the Directorate.

**Enquiries related to the above mentioned posts can be directed to: Ms. N Chiluvane on 031 336 5329**

**DIRECTOR: SOCIAL HOUSING AND CRU (5 YEAR CONTRACT)**  
**(LEVEL 13)**  
**SALARY: R 948 174 PER ANNUM (All-inclusive package)**  
**CENTRE: DURBAN**  
**REF: D: SH-CRU 01/2017**

**Requirements:** Applicants must be in possession of a Bachelor's Degree at NQF 7 as recognized by SAQA in the Built Environment field or Property Development coupled with 5 years middle management experience in Social Housing Development, Community Residential Developments or broader affordable Rental Housing Developments. A valid driving licence is essential.

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

**Knowledge, Skills and Competencies:** Knowledge of Housing Legislation, Sectional Title Acts, PFMA, National Housing Code and understanding of various relevant Social and Rental Acts. Interpretation of relevant Departmental Policies and Guidelines that govern Social Housing and Community Residential Developments. Knowledge and understanding of all applicable Public Service Prescripts. Strategic Capability and Transformative Leadership, Programme and Project Management, Financial Management, Problem Solving, Knowledge Management, Service Delivery Innovation, Communication. Knowledge of the operations and policies of Government's Social Housing Regulatory Authority and accredited Social Housing Institutions (Section 21 Companies)

**The successful candidate will perform the following key Performance Area:**

\* Ensure the successful implementation of new CRU projects;\*Ensure the co-ordination of the hostel upgrade projects and conversion to community residential units;\* Facilitate the implementation of social facilitation on existing CRU developments through education, development of facility management committee and Tenant Induction Workshops pre and post occupation;\* Manage development and accreditation of Sustainable Social Housing Institutions;\*Facilitate the awareness on the development of subsidized affordable rental, particularly the funding arrangements provided by government, e.g. Institutional Subsidies, Restructuring Capital Grants etc.\* Monitor the adherence to the building norms and standards for Social Housing and CRU property developments;\*Increase the pipeline of Social Housing and CRU projects;\* Provide effective and efficient utilization of human and financial resources of the directorate.

**Enquiries related to the above mentioned posts can be directed to: Ms. N. Chiluvane on 031 336 5329.**

**DEPUTY DIRECTOR: EVALUATION (5 YEAR CONTRACT)  
(LEVEL 11)  
SALARY: R 657 558.00 PER ANNUM  
CENTRE: PIETERMARITZBURG  
REF: DD EV/01/2017**

**Requirements:** Applicants must be in possession of a three year National Diploma / Bachelor's Degree in Monitoring and Evaluation/Sociology /Development Administration coupled with 3-5 years' experience in the monitoring and evaluation environment A valid driving licence is essential.

**Knowledge, Skills and Competencies:** Knowledge and application of monitoring and evaluation tools, techniques and programmes. Knowledge of Project Management, Strategic Management and Planning, Knowledge and Application of Data Analysis and Administration, Computer Skills (MS Office Suite), Report Writing and Presentation Skills, Group Facilitation, Interpersonal Skills, Communication (Verbal and Written) Problem Solving Skills. Knowledge of Departmental Policies. Knowledge and Application of Evaluation Methods, Population Based Surveys, Performance Management Plan Development, Participatory Data Collection Methods and Protocols and Data Quality Verification Techniques for large developments projects.

**The successful candidate will perform the following key Performance Area:**

\*Evaluate impact of policies and strategies towards service delivery improvement;  
\*Monitor and evaluate departmental performance around the key provincial priorities and provide feedback to the strategic planning section:\* Manage human, financial and material resources of the sub-directorate; \*Support the implementation of the evaluation capacity building strategy;\* Co-ordinate policy and programme evaluations:\* Provide support to the development and implementation of evaluation guidelines:\*Co-ordinate and lead the implementation of MPAT in the Department:\* Co-ordinate the compilation and execution of improvement plans and programmes aimed at improving the Department's MPAT results:\*Assist in the number of Departmental Evaluations conducted (MPAT):\* Co-ordinate analysis and assessments of Human Settlements Projects in the Districts including data quality assessments and verification techniques.

**Enquiries related to the above mentioned posts can be directed to: Ms. P.A. Nale on 033 845 2110**

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

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

**CENTRE: UTHUKELA DISTRICT: Located in Ladysmith (REF: PCPM: UTH 01/2017)**

**UMGUNGUNDLOVU: Located in Pietermaritzburg (REF: PCPM: UMG 02/2017)**

### **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: UTHUKELA DISTRICT: Located in Ladysmith  
(REF: CCPM: UTH 01/2017)**

**UMGUNGUNDLOVU DISTRICT: Located in Pietermaritzburg  
(REF: CCPM: UMG 02/2017)**

**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 post can be directed to: Mr TE Magagula at 033 8452021.**

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

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

**CENTRE: ZULULAND DISTRICT: Located in Ulundi  
(REF: PCPM: ZD 02/2017)**

**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: ZULULAND DISTRICT [Located in Ulundi]**

**REFERENCE: REF: CCPM: ZD 01/2017**

**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 8748003.**

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

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

**CENTRE(S): UMKHANYAKUDE DISTRICT: Located in Jozini  
(REF: CWI UMK/01/2017) (1 POST)  
UTHUKELA DISTRICT: Located in Ladysmith  
(REF: CWI UTH/01/2017) (2 POSTS)**

**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 post in UMkhanyakude District must be directed to: Mr ZS Mbonane at 035 8748003**

**Enquiries for the 2 posts in UThukela District must be directed to: Mr TE Magagula at 033 8452021**

**ASSISTANT DIRECTOR: BUDGET AND PLANNING  
(LEVEL 9)  
SALARY: R 334 545.00 PER ANNUM  
CENTRE: DURBAN  
REF: AD: BP 01/2017**

**Requirements:** Applicants must be in possession of a three year National Diploma/ B Degree in Accounting /Cost and Management Accounting/ Financial Management coupled with 3-5 years' experience in Budget/Financial Management environment. A valid driving licence is essential.

**Knowledge, Skills and Competencies:** Knowledge of BAS and Ms Excel, Knowledge and understanding of the Financial Management environment. Knowledge, interpretation and application of DORA (Division of Revenue Act), Knowledge of PFMA and Treasury Regulations. Knowledge and experience in Government Budget Processes (Budget Experience). Policy Implementation. Resource Management (People, Finance, Assets, Equipment, Consumables etc). Team and People Management. Conflict Resolution. Self-Management.

**The successful candidate will perform the following key Performance Area:**

\*Plan and monitor departmental budget according to the prescripts;\* Provide budget services that is forecast;\* Load budget on BAS ensure completeness in line with the approved budget and annual cash Flows;\* Ensure minutes of previous meetings of IYM are forwarded in the time to stakeholders for interaction;\* Attend to authorization of shifting on BAS and ensure documents are safely filed and safeguarded;\* Monitor expenditure patterns for the programmes and provide feedback;\* Analyze report and provide advice to programmes;\* Attend and capture adjustment estimates on BAS and communicate such to stakeholder;\* Prepare and consolidate Medium Term Expenditure Framework Budget;\* Authorize journals according to delegation;\* Check suspense account reconciliation;\* Prepare and submit IYM report to Manager for verification;\* Ensure compliance with PFM and all relevant regulations and provide Financial Information and Knowledge Management Services to the Department;\* develop and motivate subordinates to ensure competent knowledge base for the continued success of the Section;\* Supervise subordinates key performance areas by setting and monitoring performance standard and taking actions to correct deviations to achieve sub-directorate objectives.

**Enquiries related to the above mentioned post can be directed to: Mrs. L.L. Goba at 031 336 5224.**

**INTERNAL AUDIT OFFICER: INTERNAL CONTROL  
(LEVEL 9)**

**SALARY: R 334 545.00 PER ANNUM  
CENTRE: DURBAN  
REF: IAO: 02/2017**

**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 All 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 Area:**

\*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: Ms Z.P. Gumede at 031 336 5204.**



**CLOSING DATE: 17 NOVEMBER 2017**

**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.**