



human settlements
Department:
Human Settlements
PROVINCE OF KWAZULU-NATAL

353-363 Dr Pixley Ka Seme Street, Murchies Passage, Eagle Building, 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. 04 OF 2019

Vacancies in the department of KZN Human Settlements

To all heads of Departments within KZN Province/ Components/ Regional Offices/ Agencies/ Supervisors

1. Introduction

The aim of this circular is to distribute advertisements of vacancies within the Department of Human Settlements in the Province of KwaZulu-Natal.

2. Directions to applicants

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, not older than 3 months (Matric certificate included), 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 African driver's license. Copies of copies OR copies on the blank side of the copy will not be accepted. Faxed or electronic copies will not be considered. Candidates will be subjected to a vetting process.

It is the applicant's responsibility to have foreign qualifications assessed for equivalent 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 should you not be contacted within this period. 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. The department reserves the right not to fill an advertised post(s).

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: The Head of Department, Department of Human Settlements, Private Bag x 54367, Durban 4000. For attention: Mr. SD Mthethwa.

Closing Date: 11 October 2019.

3. Directions to all Heads of Departments/Components/Regions Offices/ Agencies/Supervisors.

The contents of this circular must be brought to the attention of all employees within the Province of KwaZulu-Natal.



ACTING HEAD OF DEPARTMENT
KZN HUMAN SETTLEMENTS

2019/09/30

DATE

Department of Human Settlements/uMnyango wozokuhlaliswa kwaBantu/
Departement van Menslike Nedersettings



human settlements

Department:
Human Settlements
PROVINCE OF KWAZULU-NATAL

SENIOR ADMINISTRATIVE OFFICER: POLICY/PRODUCT DEVELOPMENT

LEVEL 08

SALARY: R 316 791.00 PER ANNUM

CENTRE: DURBAN

REF.: SAO PD 09/2019

Requirements: Applicants must be in possession of a Grade 12 and National Diploma/Degree in Environmental Management coupled with 2 years' experience in research and policy development. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of computer and relevant software programs; Knowledge in Public relations; Legal; Knowledge of policies and legislation; Understanding of research analysis and development process; Understanding housing development and local government system and structure ; Understanding of Public service regulations,; Computer Literate; Human Resource, Financial Management ;Ability to operate the computer; Communication and presentation skills; Interpretation skills; Research skills; Analytical and innovative thinker, Policy development and improvement orientation; Project management, communication skills; Organisation; Driving skills; versatile; well-spoken and confident; Innovative thinker; Open and Transparent; Professional; Consultative ; Dynamic; Articulate and well spoken.

The successful candidate will perform the following key results areas:

*Research and provide support on Housing policies and related matters; *Provide guidance and advice on Housing Policies to ensure the correct and uniform implementation thereof; *Provide support with development of provincial policies and guidelines to meet the Departments objectives; *Maintain and communicate policies to stakeholders and ensure access to information and Draft amendments to policies.

Enquiries related to the abovementioned post can be directed to: Ms. DA Duval at 031 336 5363.

SENIOR ADMIN OFFICER: FLEET MANAGEMENT

(LEVEL 08)

SALARY: R 316 791.00 PER ANNUM

CENTRE: DURBAN

Reference Number: SAO FM 09/2019

Requirements: Applicants must be in possession of a National Diploma/Degree in Public Management and Grade 12 coupled with 3-5 years' experience in Administration. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of public sector; Knowledge in service delivery; Knowledge in Public service regulations of 2001; Knowledge in Public service Acts of 1994; Knowledge in Policy development; Knowledge in Human Resource policies and practices; Knowledge in setting norms and standards; Knowledge in transport manual inclusive of subsidized; Knowledge in investigation; Knowledge in First Auto manual; Knowledge in PFMA and Road Traffic Act; Leadership skills; Communication skills; Computer literacy skills; Interviewing skills; Organizing skills; Presentation skills; Time management skills; Project management skills; Research skills; Analytical thinking; Negotiation skills; Motivation skills; Influencing skills; Chairing of meetings; Facilitations skills; Driving; Interpersonal relations; Decision making skills; Initiative; Teamwork; Service oriented; Integrity; Willingness to learn and travelling; Well-disposed towards people; Process oriented; Ability to work under extreme pressure; Quick thinker; Flexible and open to challenges; Change management.

The successful candidate will perform the following key Performance Areas:
*Ensure the effective rendering of transport service within the Department; * Ensure verification of expenditure in respect of fuel and maintenance of transport is in place;
*Oversee the provision and allocation of subsidized vehicles; * Ensure that investigations into vehicle abuse are conducted timeously; * Control the resource for the division.

Enquiries related to the above-mentioned posts can be directed to: Mrs. JM Shezi at 031 336 5406.

SENIOR STATE ACCOUNTANT: EXPENDITURE CONTROL

SALARY: R 316 791.00 PER ANNUM

CENTRE: DURBAN

Reference Number: SSA EC 09/2019

Requirements: Applicants must be in possession of a National Diploma/Degree in Financial Management or Accounting or related field coupled with 3-5 years relevant experience. A valid driver's license. Computer literacy.

Knowledge, Skills and Competencies: Knowledge of PFMA; Knowledge of Financial Act; Knowledge of Treasury regulations; Knowledge of Financial Management Practice notes and Delegations; Knowledge of BAS (Basic Accounting Systems); Financial and Accounting skills; Computer literacy; Communication skills (verbal & written); Time management; Presentation skills; Interpersonal Relations skills; Organizing skills; Problem solving skills; Accurate; Dedication; Responsibility; Honest; Able to work under pressure; Reliability; Sharing of knowledge; Committed.

The successful candidate will perform the following key result areas:

*Co- ordinate and oversee payment processes and reconcile all payments as per prescribed delegation; *Authorise payments and journals on BAS, request payment stubs and attend queries; *Reconciliation of HSS and BAS transactions at the end of the week/month; *Authorize Subsistence and Travel claims on Persal; *Control the resources of the division.

Enquiries related to the above-mentioned posts can be directed to: Mrs. N Hlophe at 031 336 5431.

SENIOR STATE ACCOUNTANT: ACCOUNTS CONTROL

SALARY: R 316 791.00 PER ANNUM

CENTRE: DURBAN

Reference Number: SA AC 09/2019

Requirements: Applicants must be in possession of a National Diploma/Degree in Financial Management or Accounting or related field coupled with 3-5 years relevant experience in Loss Control section. A valid driver's license. Computer literacy.

Knowledge, Skills and Competencies: Knowledge of PFMA; Knowledge of Financial Act; Knowledge of Treasury regulations; Knowledge of Financial Management Practice notes and Delegations; Knowledge of BAS (Basic Accounting Systems); Knowledge of Persal; Knowledge of LOCO System; Knowledge of Loss Control Instruction notes; Knowledge of Loss Control Policy and Procedures; Investigation skills; Financial and Accounting skills; Computer literacy; Communication skills (verbal & written); Time management; Presentation skills; Interpersonal Relations skills; Organizing skills; Problem solving skills; Accurate; Dedication; Responsibility; Honest; Able to work under pressure; Reliability; Sharing of knowledge; Committed.

The successful candidate will perform the following key result areas:

*Recording, updating, maintaining manual and electronic registers; *Investigate cases and follow up on the progress of cases in compliance with relevant policies; *Maintain and control functions relating to the Loss Control System; *Provide advice and guidance pertaining to Damages and Losses; *Reporting on progress of cases, suspense accounts pertaining to Damages and Losses.

Enquiries related to the above-mentioned posts can be directed to: Mrs. N Hlophle at 031 336 5431.

**ADMINISTRATIVE OFFICER (1 POST)
THREE (3) YEAR CONTRACT
SALARY: R 257 508.00 PER ANNUM
CENTRE: COASTAL REGION (ETHEKWINI)
(Reference Number: AO CR 09/2019)**

Requirements: Applicants must be in possession of an appropriate Degree/ National Diploma in Public Administration / Built Environment coupled with 2 years relevant experience. A valid driver's license.

Knowledge, Skills and Competencies : Knowledge of Public Service Act and Public Service Regulations; Knowledge of Administration procedure and processes; Understanding reporting procedures; Knowledge of financial and beneficiary approval processes ; Computer based housing information systems; Basic knowledge of housing legislation; Communication (written & verbal); Good interpretation skills; Analytical skills; Organizing skills; Good decision making skills; Problem solving skills; Computer literacy; Willingness to learn; Customer focus (both internal & external); Flexible and open to challenges; Service oriented; Hard work.

The successful candidate will perform the following key result areas:

*Provide administrative and logistic support and assistance to Supervisor; *Co-ordinate activities for Supervisor and Team; *Co-ordinate databases and information systems; *Co-ordinate and maintain expenditure and financial information and claim administration; *Co-ordinate and track Incoming and outgoing correspondence; *Facilitate meeting arrangements, attend meetings and providing secretariat functions to the Team; *Handle routine enquiries.

Enquiries related to the above-mentioned posts can be directed to: Mr. N.E Dhooma on 031-319 3600.

ADMIN OFFICER: STRATEGIC HOUSING SUPPORT

(LEVEL 07)

SALARY: R 257 508.00 PER ANNUM

CENTRE: DURBAN

Reference Number: AO SHS 09/2019

Requirements: Applicants must be in possession of a Secretarial Diploma and Grade 12 certificate coupled with 3 to 5 years clerical experience. Computer literacy.

Knowledge, Skills and Competencies: Knowledge of Public Service Act; Knowledge of Public Regulations; Knowledge of Administrative procedure; Understanding reporting procedures; Knowledge of Housing Act and policies; Knowledge of Promotion of Administrative Justice Act; Communication skills (written and verbal); Computer skills; Good interpretation; Listening skills; Organizing; Driving skills; Problem solving; Presentation skills; Minute writing and speed script skills; Influencing skills; Time management skills; Networking skills; Analytical skills and Interpersonal relations.

The successful candidate will perform the following key Performance Areas:

*Coordinate, compile the Technical Evaluation Assessment Agenda; *Recording and preparing minutes; *Preparing status report of projects; *Follow up on outstanding projects and enquiries by committee members, chairperson and departmental officials; *Provide administrative support and secretarial to the Technical Evaluation Assessment Committee *Ensure safe record keeping of Technical Evaluation Assessment Committee information through proper filing system.

Enquiries related to the above-mentioned posts can be directed to: Ms. UD Dooii at 031 336 5436.

**ADMINISTRATIVE OFFICER: ADMINISTRATION SUPPORT SERVICES
(LEVEL 07)**

SALARY: R 257 508.00 PER ANNUM

CENTRE: COASTAL REGION, DURBAN

(Reference Number: AO CR 09/2019)

Requirements: Applicants must be in possession of a Degree/National Diploma in Public Administration and/or Grade 12 coupled with 3-5 years' experience in Administration. Computer literacy. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of Public Service Regulations; Knowledge of Provincial strategic plans; Knowledge of Public Service Act; Understanding housing administration procedures; Knowledge of housing Act; Knowledge of PFMA; Communication skills (both written and verbal); Computer skills; Presentation skills; Listening skills; Networking skills; Client focus skills; Problem solving skills; Influencing skills; Motivation skills; Language skills; Willing to learn; Team building; Client/customer focus (both internal & external); Flexible and open to challenge; Integrity; Honest.

The successful candidate will perform the following key Performance Areas:

*Provide records management services; *Provide human resource administration services; *Provide stores administration and procurement services; *Provide general administration services; *Provide advice on the support services issues in the Region; *Control resources for the division.

Enquiries related to the abovementioned post can be directed to: Mrs B.P Bhengu at 031 319 3600.

**PERSONAL ASSISTANT TO THE DIRECTOR: PRODUCT DEVELOPMENT
(LEVEL 07)**

SALARY: R 257 508.00 PER ANNUM

**CENTRE: DURBAN
(Reference Number: PA PD 09/2019)**

REQUIREMENTS: Secretarial Diploma or equivalent qualification and at least 3 years relevant experience in rendering a support service to the senior manager.

KNOWLEDGE SKILLS, TRAINING AND COMPETENCIES: Applicant must have competencies in the following areas: Excellent administration practices, organizational and planning skills, knowledge on the relevant legislation/policies/prescripts and procedures, knowledge of office management, ability to maintain confidentiality, ability to track document and retrieval system, ability to initiate with minimum supervision, ability to act with tact and discretion, good telephone etiquette, computer literacy in MS Word, MS Excel, MS Outlook and PowerPoint, good communication skills (written and verbal), good grooming and presentation skills.

The successful candidate will perform the following key Performance Areas:

*Provides a secretarial/ receptionist support service to the Director; *Renders administrative support services; *Supports the Director with the administration of the Director's budget; *Provides support to the Director regarding meetings; *Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

Enquiries related to the abovementioned post can be directed to: Ms. DA Duval at 031 336 5363.

**COMMUNICATION OFFICER
(POST LEVEL 07)
SALARY: R 257 508.00 PER ANNUM
CENTRE: DURBAN
(Reference Number: CO 09/2019)**

Requirements: Applicants must be in possession of a Degree/National Diploma in Public Relations or Journalism and Graphic Design including software packages such as Adobe In Design, Corel Draw and Photoshop. Applicant must have at least 3 years' experience in Graphic designing and Communication. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of Communication and Public Relations; Knowledge of Desktop publishing; Knowledge of Graphic design; conceptualization, layout and design of publications (such as posters, email tags, leaflets and newsletters). Knowledge of production specifications of various types of publications and promotional material; Computer literacy; Writing skills; Communication research skills; Interpersonal communication; Innovative thinker; Empathy; Self-disciplined; Ability to communicate well at all levels.

The successful candidate will perform the following key Performance Areas:

*Provide departmental public relations services; *Provide a departmental medial liaison serves; *Provide support in the production of publications; *Conceptualize, layout and design publications; * Design exhibitions and branding material for the Department; *Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective communication services.

Enquiries related to the above post can be directed to: Mr. SC Sibilya at 031 319 3631.

**ADMINISTRATIVE OFFICER: BID AND EVALUATION
LEVEL 07**

SALARY: R 257 508.00 PER ANNUM

CENTRE: DURBAN

(Reference Number: AO SCM 09/2019)

Requirements: Applicants must be in possession of Grade 12 coupled with 3-5 years' experience in Supply Chain Management. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of PFMA; Knowledge of Treasury Regulations; Knowledge of SCM Delegation and SCM Practice Notes; Knowledge of PPPFA; Knowledge of Public Service Regulations; Knowledge of HR Practices; Knowledge of Supply Chain policies and procedures; Language skills; Listening skills; Presentation skills; Interpersonal relations; Computer skills; Organizational skills; Research skills; Analytical skills; Financial management skills; Time management skills; Report writing skills; Problem solving skills; Communication skills; Project management skills; Independent; Time frame driven; Meticulous; Confidentiality; Proactive; Honesty; Integrity; Reliability; Patience; Commitment; Professionalism; Culturally sensitive; Perseverance; Punctual.

The successful candidate will perform the following key Performance Areas:

*Compile Bid Documents and submit to Bid Specification Committee; *Prepare and advertise bids; *Conduct the Evaluation of Quotations and pre-evaluation of bids; *Provide secretariat support to Bid Committees; *Communicate bid recommendation to all bidders.

Enquiries related to the above post can be directed to: Mrs. R Gafoor at 031 336 5142.

**ACCOUNTING CLERKS: EXPENDITURE CONTROL (4 POSTS)
LEVEL 05
SALARY: R 173 703.00 PER ANNUM
CENTRE: DURBAN
(Reference Number: AC: EC 09/2019)**

Requirements: Applicants must be in possession of Grade 12 certificate with Accounting or Mathematics, 1-year financial accounting experience and computer literacy. Financial related qualification will be an added advantage.

Knowledge, Skills and Competencies: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, PSA, Financial Manual); Knowledge of basic financial operating systems (PERSAL, BAS, etc).

Job knowledge: Interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of figures; Computer operating skills; Planning and organization; Language; Good verbal and written communication skills; Basic numeracy skills; Ability to perform routine tasks; Ability to operate office equipment.

The successful candidate will perform the following key Performance Area:

- *Render Financial Accounting transactions;
- *Perform Bookkeeping support services;
- *Perform secretarial duties and administration duties

Enquiries related to the abovementioned post can be directed to: Mrs. NC Diadla at 031 336 5324.

**ADMINISTRATION CLERK: LABOUR RELATIONS
LEVEL 05
SALARY: R 173 703.00 PER ANNUM
CENTRE: DURBAN
(Reference Number: AC LR 09/2019)**

Requirements: Applicants must be in possession of Grade 12 or equivalent qualification. Computer literacy.

Knowledge, Skills and Competencies: Knowledge of Public Service Regulations; Knowledge of Employment Equity Act; Knowledge of Basic Conditions of Employment Act; Knowledge of Labour Relations Act; Knowledge of Human Resource best Practices and HR system; Knowledge of Labour Relations prescripts (Batho Pele); Knowledge of Persal; Understanding of resolutions; Communication skills (verbal & written); Good organizing skills abilities; Problem solving skills; Computer literacy; Numeracy; Confidentiality; Presentation skills; Ability to coordinate and organize work; Empathy; Self-disciplined; Ability to read and write; Ability to operate computer; Honest; Integrity.

The successful candidate will perform the following key Performance Areas:

*Maintain the incoming and outgoing of documents; *Render administrative support services; *Provide logistical arrangements for labour relations business unit; *Keep records and statistics of all labour relations matters.

Enquiries related to the abovementioned post can be directed to: Mr. JR Zondi at 031 336 5181.

**SWITCHBOARD OPERATOR
LEVEL 04
SALARY: R 145 281.00 PER ANNUM
CENTRE: DURBAN
(Reference Number: OP GA 09/2019)**

Requirements: Applicants must be in possession of Grade 12 or equivalent qualification.

Knowledge, Skills and Competencies: Understanding of basic understanding of government policies; Understanding of Public Service Regulations; Basic knowledge of government communication and information dissemination; Basic understanding of department functioning; Knowledge of Municipal Act; Listening skills; Competence in general switchboard operation; Basic computer skills, such as handling a computerised switchboard and typing; Proficient telephone communication; Interview skills; Ability to record information accurately; Interpersonal relation and networking; Language skills; Confidence; Service oriented; Well disposed towards people; Process oriented; Ability to work under extreme pressure; Quick thinker; Flexible and open to challenges.

The successful candidate will perform key Performance Areas:

*Co-ordinate and manage internal and external telephonic communication for the department; *Provide relevant referral services by liaising with all components of the Department to resolve client's problems; Resolving first line problems from the clients of the Department; *Administer telephone statement for the component.

Enquiries related to the abovementioned posts can be directed to: Ms. JM Shezi at 031 336 5406.

**DRIVER /MESSENGER
LEVEL (04)
SALARY: R 145 281.00 PER ANNUM
CENTRE: NORTHERN REGION
(Reference Number: DRV 09/2019)**

Requirements: Applicants must be in possession a valid driver's licence (minimum Code 8). Grade 10 qualification.

Knowledge Skills and Competencies: Communication Skills (both written and verbal), Excellent driving skills, and Time management Skills, knowledge of the procedures to ensure maintenance of vehicles, knowledge of the procedures to operate the motor vehicle. Knowledge of the prescripts for the correct utilisation of the vehicle. Knowledge of the procedures to perform messenger functions and routine office support functions.

The incumbent of the position will be responsible for the following key performance areas:

Provision of courier services in the department; Provide shuttle services in the department; Provide the messenger services in the department. Assist in Registry.

Enquiries related to the abovementioned posts can be directed to: Mr MM Dube at 035 874 8061.

**MACHINE OPERATOR
LEVEL 02
SALARY: R 102 534.00 PER ANNUM
CENTRE: DURBAN
(Reference Number: PO GA 09/2019)**

Requirements: Applicants must be in possession of Grade 8 or equivalent qualification.

Knowledge, Skills and Competencies: Communication Skills (both written and verbal), Time management skills, Service oriented ability to work under pressure, flexibility to work extra hours, Teamwork oriented and receptive to suggestions or new ideas.

The successful candidate will perform key Performance Areas:

*Operate the photocopier machines; *Binding and laminating documents; *Provide counter services; *Perform minor maintenance on the photocopier machine; *Make requisition for photocopying materials.

Enquiries related to the abovementioned posts can be directed to: Mrs. JM Shezi at 031 336 5406.

CLOSING DATE: 11 OCTOBER 2019

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 and must be not older than 3 months) 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)

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.

