



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-CMS: 01/2018

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/Public Management/Legal Qualification, 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

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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.

Kindly note that this post is being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

CLOSING DATE: 16 FEBRUARY 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)

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. SD Mthethwa or hand-deliver to 353-363 Dr Pixley Ka Seme Street, Eagle Building, Murchies Passage, Durban, Ground Floor.