



PROVINCIAL CIRCULAR

HRM VACANCY CIRCULAR NO. 06 OF 2022

Vacancies in the department of KZN Human Settlements

To all employees within KZN Human Settlements/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 new prescribed Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive Curriculum Vitae. Relevant qualifications, ID and a valid South African driver's license (where necessary) MUST be submitted on the day of the interview. 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 Qualifications 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 the 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 enquires 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. Applicants within the KZN Human Settlements will be given priority.

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. S.D Mthethwa.

Closing Date: 28 October 2022

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

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


HEAD OF DEPARTMENT
KZN HUMAN SETTLEMENTS

17/10/2022

Date



KWAZULU-NATAL PROVINCE
HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA

PROJECT SUPPORT OFFICER (3- year contract)
[2 POSTS]
(LEVEL 08)
SALARY: R 321 543.00 PER ANNUM
CENTRE: COASTAL REGION

(Reference Number: PSO 10/2022)

Requirements: Applicants must be in possession of a National Diploma/Bachelor's degree in Public Management/ National Diploma/Bachelor's Degree in Financial Accounting /relevant qualification plus Grade 12 coupled with 3-5 years administrative experience. A valid driver's license.

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

The successful candidate will perform the following Key Performance Areas:

*Co-ordinate, compile and maintain housing project information in line with project teams in the region; *Co-ordinate, compile and maintain financial information and flow of payment; *Provide administrative support to the project team and follow-up on ministerial enquiries; *Facilitate and co-ordinate project close-out in terms of procedure.

Enquiries related to the above-mentioned posts can be directed to: Mr. MW Shange at 031 319 3627.

**ADMINISTRATIVE OFFICER (3-year contract)
(3 posts)**

LEVEL 07

**SALARY: R 261 372.00 PER ANNUM
CENTRE: COASTAL REGION**

(Reference Number: AO: CR 10/2022)

Requirements: Applicants must be in possession of a National Diploma/Bachelor's degree in Public Management/ National Diploma/Bachelor's Degree in Financial Accounting /relevant qualification plus Grade 12 coupled with 3-5 years administrative experience. A valid driver's license.

Knowledge, Skills and Competencies: Applicants must have competencies in the following areas: Working knowledge of the Public Sector, Public Service Regulations of 2001, Public Service Act of 1994 as amended, Provincial Strategic plans, Change management, Strategic planning, Understanding of housing policies especially the Code and the BNG, Project Management, Computer literacy, Problem solving skills, Communication skills, Analytical thinking, Motivational skills, Good management skills, Facilitation skills, Supervision, Conflict management, Operational and Total Quality Management, Development and research skills, Financial management skills, Ability to work under pressure, Flexible to work extra hours, Team orientated, Goal orientated, Receptive to suggestions and ideas, Quick thinker, Flexible and open to challenges.

The successful candidate will perform the following Key Performance Areas:

*Implement the beneficiary administration process in the region; *Implement the payment process in respect of project milestone; *Compile cash flow project information for the region; *Provide service and guidance to stakeholders with regard to the subsidy process; *Provide effective and efficient supervision of employees.

Enquiries related to the above- mentioned post can be directed to: Mr. MW Shange at 031 319 3627.

ADMINISTRATIVE OFFICER (3-year contract)
LEVEL 07
SALARY: R 261 372.00 PER ANNUM
CENTRE: INLAND REGION

(Reference Number: AO: IR 10/2022)

Requirements: Applicants must be in possession of a National Diploma/Bachelor's degree in Public Management/ National Diploma/Bachelor's Degree in Financial Accounting /relevant qualification plus Grade 12 coupled with 3-5 years administrative experience. A valid driver's license.

Knowledge, Skills and Competencies: Applicants must have competencies in the following areas: Working knowledge of the Public Sector, Public Service Regulations of 2001, Public Service Act of 1994 as amended, Provincial Strategic plans, Change management, Strategic planning, Understanding of housing policies especially the Code and the BNG, Project Management, Computer literacy, Problem solving skills, Communication skills, Analytical thinking, Motivational skills, Good management skills, Facilitation skills, Supervision, Conflict management, Operational and Total Quality Management, Development and research skills, Financial management skills, Ability to work under pressure, Flexible to work extra hours, Team orientated, Goal orientated, Receptive to suggestions and ideas, Quick thinker, Flexible and open to challenges.

The successful candidate will perform the following Key Performance Areas:

*Implement the beneficiary administration process in the region; *Implement the payment process in respect of project milestone; *Compile cash flow project information for the region; *Provide service and guidance to stakeholders with regard to the subsidy process; *Provide effective and efficient supervision of employees.

Enquiries related to the above- mentioned post can be directed to: Mr. TE Magagula at 033 345 2021.

CLOSING DATE: 28 OCTOBER 2022

NOTE : Applications must be submitted on the **New prescribed applications form signed Z83** (which must be originally signed and must be completed in full), accompanied by a detailed CV. **Relevant qualifications, Identity document and a valid South African driver's license (where necessary) will be required on or before the date of the interview from shortlisted candidates.** 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).

Note: Applications not submitted on the fully completed new Z83 application forms will not be considered.

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 x 54367, Durban 4000, for the attention of Mr. SD Mthethwa or hand-deliver to 353-363 Dr Pixley ka Seme Street, Murchison Passage, Eagle Building, Durban, Ground Floor.