



PROVINCIAL CIRCULAR

HRM VACANCY CIRCULAR NO. 04 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: 14 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**

2022/04/20

Date



KWAZULU-NATAL PROVINCE

HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA

SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT
(1-year contract)
LEVEL 08
SALARY: R 321 543.00 PER ANNUM
CENTRE: DURBAN

(Reference Number: SAO SCM 09/2022)

Requirements: Applicants must be in possession of a National Diploma/Degree in Supply Chain Management and Grade 12 certificate coupled with a minimum of 3 years' experience in Supply Chain Management. Supervisory experience. Exposure in built environment procurement processes will serve as a recommendation. Computer literacy. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of Supply Chain Management and related policies; Knowledge of Public Finance Management Act; Knowledge Preferential Procurement Policy Framework Act, Knowledge of Treasury Regulations Management; Knowledge of Supply Chain Management Delegations; Computer literacy; Good communication skills; Leadership skills; Management skills; Supply Chain Management skills; Problem solving skills; Motivation skills; Ability to think holistically i.e. to be able to take all scenarios into account; Able to work independently and with line functions; Must be able to work with staff (professional, technical and administrative); Be self-confident; Able to make decisions independently; Must be a good communicator; Ability to train staff (both internal & external).

The successful candidate will perform the following Key Performance Areas:

*Receive and maintain a record of all allocation requests submitted to SCM pertaining to Built Environment procurement. *Ensure that all allocation requests submitted to SCM are duly complete; *Schedule and invite meetings for the Built Environment Panel Allocations Committee; *Provide secretariat support to the SCM Committees; Advise on SCM matters and prescripts *In depth knowledge of SCM prescripts, processes and procedures; *Clear understanding of the Infrastructure Procurement policies and procedures as well as the Human Settlements environment, policies and procedures; *Display high level of ethics and confidentiality; *Supervision of staff.

Enquiries related to the above-mentioned post can be directed to: Mr. HS Mthembu at 031 336 5169.

**ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT
(2 POSTS)
(1-year contract)
LEVEL 07
SALARY: R 261 372.00 PER ANNUM
CENTRE: DURBAN**

(Reference Number: AO SCM 09/2022)

Requirements: Applicants must be in possession of a National Diploma/Degree in Supply Chain Management and Grade 12 certificate coupled with a minimum of 3 years' experience in Supply Chain Management. Exposure in built environment procurement processes will serve as a recommendation. Computer literacy. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of Supply Chain Management and related policies; Knowledge of Public Finance Management Act; Knowledge of Treasury Regulations Management; Knowledge of Supply Chain Management Delegations; Computer literacy; Good communication skills; Leadership skills; Management skills; Supply Chain Management skills; Problem solving skills; Motivation skills; Ability to think holistically i.e. to be able to take all scenarios into account; Able to work independently and with line functions; Must be able to work with staff (professional, technical and administrative); Be self-confident; Able to make decisions independently; Must be a good communicator; Ability to train staff (both internal & external).

The successful candidate will perform the following Key Performance Areas:

*Provide secretariat support to the allocations committee; *Compile minutes of all meetings and keep on file; *invitation of RFQ's from service providers on the panels in line with SCM prescripts; *Ensure that all quotations received are compliant and in line with SCM prescripts; *Maintain and update all allocation schedules; *Issue purchase orders; *Facilitate the compilation of Service Level Agreements/Contracts; Supplier, Monitoring and Management *In depth knowledge of SCM prescripts, processes and procedures; *Clear understanding of the Human Settlements environment, policies and procedures; *Display high levels of ethics and confidentiality.

Enquiries related to the above-mentioned post can be directed to: Mr. HS Mthembu at 031 336 5169.

Candidates who have served and completed internship programe in KwaZulu Natal Department of Human Settlements Supply Chain Management Unit are encouraged to apply.

ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (1-year Contract)
(2 POSTS)
(LEVEL 05)
CENTRE: DURBAN
SALARY – R 176 310.00 PER ANNUM

(Reference Number: AC SCM 09/2022)

Requirements: Applicants must be in possession of grade 12 or equivalent qualification. Computer literacy. A valid driver's license will be an added advantage.


Knowledge, Skills and Competencies: Knowledge of Public Service Act and Public Service Regulations; Knowledge of PFMA; Communication skills (written & verbal); Computer skills; Listening skills; Networking skills; Problem solving skills; Language skills; Willing to learn; Client/customer focus (both internal & external); Flexible and open to challenge; Integrity and Honesty.

The successful candidate will perform the following Key Performance Areas:

*Source quotations from service providers; *Receive quotations from service providers; *Conducting a compliance check of all quotations received; *Verifying information relating to the CSD, SARS, CIDB, CIPC, NHBRC etc; *Understanding and knowing of SCM prescripts and processes; *Display high levels of ethics and confidentiality.

Enquiries related to the above-mentioned post can be directed to: Mr. HS Mthembu at 031 336 5169.

Candidates who have served and completed internship in KwaZulu Natal Department of Human Settlements Supply Chain Management Unit are encouraged to apply.





KWAZULU-NATAL PROVINCE

HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA

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

PROVINCIAL CIRCULAR

HRM VACANCY CIRCULAR NO. 03 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: 07 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**

2022/09/22

Date

PLEASE NOTE CHANGES ON DIRECTIONS TO CANDIDATE (2. ABOVE)

**PROJECT FACILITATOR Emergency Housing Interventions (3- year contract)
(LEVEL 08)**

SALARY: R 321 543.00 pa

CENTRE: 5 Districts

Amajuba and Umzinyathi Regions 2 posts Ref PF ARU/2022

Inland Region 3 posts Ref PF IR/2022

Northern Region 3 posts Ref PF NR/2022

Coastal Region 4 posts Ref PF CR/2022

Requirements: Applicants must be in possession of a National Diploma/Bachelor's Degree in Project Facilitation/Housing and Community Development coupled with 3 year's relevant experience. A valid driver's license.

Knowledge, Skills and Competencies: Understanding of housing legislation, policy development and implementation; Understanding of housing delivery and development process; Knowledge of computer based housing information systems; Knowledge of BEE, EPWP; Knowledge of PFMA, MFMA and Treasury Regulations; Ability to interpret and apply policy; Problem solving skills; Project management skills; Report writing skills; Project facilitation skills; Computer literacy; Interpersonal relations; Conflict resolution; Communication skills; Financial skills; Co-ordination skills; Planning skills; Time management skills; Public speaking; Protocol skills; Listening skills; Presentation skills; Demonstrate interest in housing matters; Receptive to suggestions and ideas; Innovative thinker; Pro-active; Team oriented; Goal oriented; End user focus; Willing to travel extensively; Client focus (Batho Pele); Willingness to work after hours/weekends where necessary.

The successful candidate will perform the following key Performance Areas:

*Support municipality and communities in identifying, planning, initialing housing projects and make input on project team's operation plan; *Co-ordinate, prepare submissions for preparation funding, conditional and stage 1 project approval in line with objective of the regional business plan; *Provide ongoing support and social facilitation on housing project; *Facilitate and support community driven housing projects to ensure implementation in terms of policy & legislation framework.

Enquiries related to the abovementioned posts can be directed to: Ms. T Ndima 033 392 6484 and Mr. V Cele 033 392 6403

Should you wish to apply in more than one region, please do so using separate application forms. Reference number/s must be clearly indicated in each application form.

*M
J 21/11/2022*