



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, Enquiries: Recruitment. Website: www.kzndhs.gov.za. Ref: HR5/3/1

HRM VACANCY CIRCULAR NO. 02 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 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 6 months (Matric certificates must be 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 Africans 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. 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. SD Mthethwa.

Closing Date: 08 APRIL 2022.

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.



HEAD OF DEPARTMENT
KZN HUMAN SETTLEMENTS



DATE



KWAZULU-NATAL PROVINCE
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**CHIEF WORKS INSPECTOR
(Rental Housing Tribunal)
(LEVEL 08)**

SALARY: R 321 543.00 PER ANNUM

CENTRE: DURBAN

(Reference Number: CWI RHT 03/2022)

Requirements: Applicants must be in possession of Matric plus a National Diploma in Built environment or equivalent or N6 and a passed trade test in built environment. More than 3 years appropriate experience. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of National Building Regulations; Knowledge of NHBRC Home Building Manual; Knowledge of SABS specification on building material; Numeracy skills; Literacy skills; Driving skills; Operating equipment skills; Language skills; Project management skills; Financial management skills; Service oriented; Ability to work under pressure; Flexible to work extra hours; Team work oriented; Receptive to suggestions and new ideas; Open to challenges; Integrity and honesty.

The successful candidate will perform the following Key Performance Areas:

*Identify needs and requirements of new work and repairs through the investigation of customer complaints and new service required; *Render an inspection service of work done on new projects and existing structures; *Analyze and compile relevant project documents for new and existing structures; *Manage the activities of contractors on project sites; *Gather and submit information in terms of the extended public works programme; *Supervise the performance and conduct of Works Inspectors.

Enquiries related to the above-mentioned posts can be directed to: Ms. HTY Chili at 031 372 1801/1830.

**PERSONAL ASSISTANT TO CHIEF DIRECTOR: SUSTAINABLE HUMAN
SETTLEMENTS
(LEVEL 07)**

SALARY: R 261 372.00 PER ANNUM

CENTRE: DURBAN

(Reference Number: PA SHS 03/2022)

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 L Kafile at 031 319 3738.

**PERSONAL ASSISTANT TO DIRECTOR: SUPPLY CHAIN MANAGEMENT
(LEVEL 07)**

SALARY: R 261 372.00 PER ANNUM

CENTRE: DURBAN

(Reference Number: PA SCM 03/2022)

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: Mr P Appanah at 031 336 5377.

CLOSING DATE: 08 APRIL 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 and originally certified copies (not copies of certified copies) 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).

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.