



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. 02 OF 2020

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 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.

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: 20 March 2020.

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



human settlements

Department:
Human Settlements
PROVINCE OF KWAZULU-NATAL

**COMMUNICATION OFFICER
(POST LEVEL 07)
SALARY: R 257 508.00 PER ANNUM
CENTRE: DURBAN
(Reference Number: CO 02/2020)**

Requirements: Applicants must be in possession of a Degree/National Diploma in Graphic Design and/or Public Relations with a minimum of 3 years' experience in Graphic Design, including software packages such as Illustrator, Adobe in Design, Coral Draw and Photoshop. A valid code 08 driver's license.

Knowledge, Skills and Competencies: 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; Knowledge of Public Relations; Computer literacy; Writing skills; Communication research skills; Interpersonal communication; Innovative thinker; Self-disciplined; Ability to communicate well at all levels.

The successful candidate will perform the following key Performance Areas:

*Provide department with graphic design services; *Provide department with public relations services 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. S Sibiya at 031 319 3631.

This is a re-advertisement; applicants are encouraged to re-apply if they are still interested.

ADMIN OFFICER: STRATEGIC HOUSING SUPPORT

(LEVEL 07)

SALARY: R 257 508.00 PER ANNUM

CENTRE: DURBAN

Reference Number: AO SHS 02/2020

Requirements: Applicants must be in possession of a Secretarial Diploma or equivalent qualification 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 Dooli at 031 336 5436.

This is a re-advertisement; applicants are encouraged to re-apply if they are still interested.

CLOSING DATE: 20 MARCH 2020

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, **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).

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.