



human settlements
Department:
Human Settlements
PROVINCE OF KWAZULU-NATAL

CANDIDATE CONSTRUCTION PROJECT MANAGER (FIVE YEAR CONTRACT)
SALARY: R585 366.00 per annum. [Salary is OSD-related]
CENTRE: UMKHANYAKUDE DISTRICT (REF: CCPM: UMK/08/ 2018)

REQUIREMENTS: An Honour's Degree in the Built Environment field of study OR a B-Tech Qualification (Built environment field) with a minimum of one year relevant experience or National Higher Diploma (Built environment field) with a minimum of eighteen months relevant experience or National Diploma (Built environment field) with a minimum of two years' relevant experience. A valid driver's license. Compulsory registration with SACPCMP as a Candidate Construction Project Manager on appointment.

KNOWLEDGE, SKILLS AND COMPETENCIES: Knowledge of project management principals and methodologies. Knowledge of legal compliance with building industry norms and standards. Computer aided engineering applications. Solutions-orientated. Decision making skills. Analytical skills. Computer skills. Planning and organising. Problem solving and analysis. Project management skills. Research and development skills. Technical report writing. Networking. Creativity. Organising skills. Communication skills. Self-management. Customer focus and responsiveness. Interpersonal skills. Team work.

KEY PERFORMANCE AREAS: Manage and co-ordinate all aspects of projects under the supervision of a Construction Project Manager:- Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Construction Project Manager; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; Effectively apply methodology and enforce project standards to minimize risk on projects; and Conduct integrated project planning with relevant local and district stakeholders. Project accounting and financial management:- Report project progress to Project Manager; and Manage project budget and resources in consultation with Project Manager. Office Administration:- Provide inputs to Construction Project Manager with tender administration; Liaise and interact with service providers, client and management under the guidance of the Construction Project Manager; Contribute to the human resources and related activities; Maintain record management systems and architectural library; Utilise resources. Research and Development:- Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and Liaise with relevant bodies/councils on project management.

OR

PROFESSIONAL CONSTRUCTION PROJECT MANAGER (FIVE YEAR CONTRACT)
SALARY: GRADE A TO C: R679 338 – R 1 036 557.00 pa [Salary is OSD-related]
CENTRE: UMKHANYAKUDE DISTRICT (REF: PCPM: UMK/08/ 2018)

REQUIREMENTS: National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience as a Professional Construction Project Manager, OR a BTech (Built Environment field) with a minimum of 4 years certified managerial experience, OR an Honours degree in any Built Environment field with a minimum of 4 years relevant experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. A valid driver's license.

KNOWLEDGE, SKILLS AND COMPETENCIES: Knowledge of Human Settlement policies and legislation, programme management skills, project management principles and methodologies, knowledge of research and development, computer aided engineering applications, knowledge of legal compliance with building industry norms and standards, technical report writing, creating a high performance culture, technical consulting and professional judgement. Decision making skills. Team leadership skills. Analytical skills. Creativity skills. Self-management skills. Project-related financial management skills. Customer focus and responsiveness. Communication skills. Computer literacy. Planning and organising skills. Conflict management skills. Problem solving and analysis. People management skills. Knowledge of Public Finance Management Act, Municipal Finance Management Act, Supply Chain Management Regulations and procurement processes. Knowledge of Contract Management and Contract Administration.

KEY PERFORMANCE AREAS: Manage and co-ordinate all aspects of projects in terms of:- Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management in terms of:- Report project progress to the Chief Construction Project Manager, and Manage the projects' budgets and resources. Office Administration in terms of:- Provide inputs to other professionals with tender/procurement administration; Liaise and interact with service providers, clients and management; Contribute to human resources and related activities; Maintain the record management system and the architectural library; and Utilize resources allocated effectively. Research and Development in terms of:- Keep up with new technologies and procedures: Research/ literature on new developments on project management methodologies: and Liaise with relevant bodies/ councils on project management.

Enquiries related to the above mentioned posts can be directed to: Mr ZS Mbonane at 035 874 8003

CANDIDATE CONSTRUCTION PROJECT MANAGER (THREE YEAR CONTRACT)

SALARY: R585 366.00 per annum. [Salary is OSD-related]

CENTRE: VULINDLELA HOUSING PROJECT (REF: CCPM: VUL 08/ 2018)

REQUIREMENTS: An Honour's Degree in the Built Environment field of study OR a B-Tech Qualification (Built environment field) with a minimum of one year relevant experience or National Higher Diploma (Built environment field) with a minimum of eighteen months relevant experience or National Diploma (Built environment field) with a minimum of two years' relevant experience. A valid driver's license. Compulsory registration with SACPCMP as a Candidate Construction Project Manager on appointment.

KNOWLEDGE, SKILLS AND COMPETENCIES: Knowledge of project management principals and methodologies. Knowledge of legal compliance with building industry norms and standards. Computer aided engineering applications. Solutions-orientated. Decision making skills. Analytical skills. Computer skills. Planning and organising. Problem solving and analysis. Project management skills. Research and development skills. Technical report writing. Networking. Creativity. Organising skills. Communication skills. Self-management. Customer focus and responsiveness. Interpersonal skills. Team work.

KEY PERFORMANCE AREAS: Manage and co-ordinate all aspects of projects under the supervision of a Construction Project Manager:- Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Construction Project Manager; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; Effectively apply methodology and enforce project standards to minimize risk on projects; and Conduct integrated project planning with relevant local and district stakeholders. Project accounting and financial management:- Report project progress to Project Manager; and Manage project budget and resources in consultation with Project Manager. Office Administration:- Provide inputs to Construction Project Manager with tender administration; Liaise and interact with service providers, client and management under the guidance of the Construction Project Manager; Contribute to the human resources and related activities; Maintain record management systems and architectural library; Utilise resources. Research and Development:- Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and Liaise with relevant bodies/councils on project management.

OR

PROFESSIONAL CONSTRUCTION PROJECT MANAGER (THREE YEAR CONTRACT)

**SALARY: GRADE A TO C: R679 338 – R1 036 557.00 pa [Salary is OSD-related]
CENTRE: VULINDLELA HOUSING PROJECT (REF: PCPM: VUL 08/ 2018)**

REQUIREMENTS: National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience as a Professional Construction Project Manager, OR a BTech (Built Environment field) with a minimum of 4 years certified managerial experience, OR an Honours degree in any Built Environment field with a minimum of 4 years relevant experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. A valid driver's license.

KNOWLEDGE, SKILLS AND COMPETENCIES: Knowledge of Human Settlement policies and legislation, programme management skills, project management principles and methodologies, knowledge of research and development, computer aided engineering applications, knowledge of legal compliance with building industry norms and standards, technical report writing, creating a high performance culture, technical consulting and professional judgement. Decision making skills. Team leadership skills. Analytical skills. Creativity skills. Self-management skills. Project-related financial management skills. Customer focus and responsiveness. Communication skills. Computer literacy. Planning and organising skills. Conflict management skills. Problem solving and analysis. People management skills. Knowledge of Public Finance Management Act, Municipal Finance Management Act, Supply Chain Management Regulations and procurement processes. Knowledge of Contract Management and Contract Administration.

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Enquiries related to the above mentioned posts can be directed to: Mr TE Magagula at 033 845 2021.

This post is being re-advertised, applicants who previously applied can re-apply if they are still interested.

CANDIDATE CONSTRUCTION PROJECT MANAGER (FIVE YEAR CONTRACT)
SALARY: R585 366.00 per annum. [Salary is OSD-related]
CENTRE: UMGUNGUNDLOVU DISTRICT (REF: CCPM: UMG 08/ 2018)

REQUIREMENTS: An Honour's Degree in the Built Environment field of study OR a B-Tech Qualification (Built environment field) with a minimum of one year relevant experience or National Higher Diploma (Built environment field) with a minimum of eighteen months relevant experience or National Diploma (Built environment field) with a minimum of two years' relevant experience. A valid driver's license. Compulsory registration with SACPCMP as a Candidate Construction Project Manager on appointment.

KNOWLEDGE, SKILLS AND COMPETENCIES: Knowledge of project management principals and methodologies. Knowledge of legal compliance with building industry norms and standards. Computer aided engineering applications. Solutions-orientated. Decision making skills. Analytical skills. Computer skills. Planning and organising. Problem solving and analysis. Project management skills. Research and development skills. Technical report writing. Networking. Creativity. Organising skills. Communication skills. Self-management. Customer focus and responsiveness. Interpersonal skills. Team work.

KEY PERFORMANCE AREAS: Manage and co-ordinate all aspects of projects under the supervision of a Construction Project Manager:- Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Construction Project Manager; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; Effectively apply methodology and enforce project standards to minimize risk on projects; and Conduct Integrated project planning with relevant local and district stakeholders. Project accounting and financial management:- Report project progress to Project Manager; and Manage project budget and resources in consultation with Project Manager. Office Administration:- Provide inputs to Construction Project Manager with tender administration; Liaise and interact with service providers, client and management under the guidance of the Construction Project Manager; Contribute to the human resources and related activities; Maintain record management systems and architectural library; Utilise resources. Research and Development:- Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and Liaise with relevant bodies/councils on project management.

OR

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**SALARY: GRADE A TO C: R 679 338 – R1 036 557.00 pa [Salary is OSD-related]
CENTRE: UMGUNGUNDLOVU DISTRICT (REF: PCPM: UMG 08/ 2018)**

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Enquiries related to the above mentioned posts can be directed to: Mr TE Magagula at 033 845 2021.

This post is being re-advertised, applicants who previously applied can re-apply if they are still interested.

CONTROL WORKS INSPECTOR

SALARY: R 444 693.00 (LEVEL 10)

CENTRE(S): HARRY GWALA DISTRICT

(REF: CWI HG 08/2018)

Minimum Requirements: Applicants must be in possession of an appropriate Bachelor's Degree/ National Diploma in the technical field/ built environment with a minimum of 3 - 5 years relevant experience. Compulsory registration with SACPCMP as a Candidate Construction Project Manager on appointment. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge and understanding of various relevant legislation, policies and guidelines that govern the built environment, project management skills, principles and methodologies, research and development, good communication and interpersonal skills, legislation, policy and guidelines interpretation skills, analytical skills, computer literacy and time management skills.

Key Performance Areas: Monitor the construction of houses to ensure compliance with building regulations. Ensure that regular material testing is done by the contractor. Ensure that specified materials are used in the construction process. Manage and control all consumer complaints in respect of the projects. Monitor all remedial rectification on the projects. Process project enrolment with the NHBRC. Provide technical support to all projects in the District. Examination of all plans and specifications for compliance to ensure that they are managed (geotechnical reports, surveyor-general plans, engineering designs and specifications). Ensure projects delivery on service level agreement. Manage resources.

Enquiries related to the above mentioned post can be directed to: Mr L Nkosi at 033 845 2000.

CONTROL WORKS INSPECTOR (5 year contract)

SALARY: R 444 693.00 (LEVEL 10)

CENTRE(S): UTHUKELA DISTRICT

(REF: CWI UTH 08/2018)

Minimum Requirements: Applicants must be in possession of an appropriate Bachelor's Degree/ National Diploma in the technical field/ built environment with a minimum of 3 - 5 years relevant experience. Compulsory registration with SACPCMP as a Candidate Construction Project Manager on appointment. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge and understanding of various relevant legislation, policies and guidelines that govern the built environment, project management skills, principles and methodologies, research and development, good communication and interpersonal skills, legislation, policy and guidelines interpretation skills, analytical skills, computer literacy and time management skills.

Key Performance Areas: Monitor the construction of houses to ensure compliance with building regulations. Ensure that regular material testing is done by the contractor. Ensure that specified materials are used in the construction process. Manage and control all consumer complaints in respect of the projects. Monitor all remedial rectification on the projects. Process project enrolment with the NHBRC. Provide technical support to all projects in the District. Examination of all plans and specifications for compliance to ensure that they are managed (geotechnical reports, surveyor-general plans, engineering designs and specifications). Ensure projects delivery on service level agreement. Manage resources.

Enquiries related to the above mentioned post can be directed to: Mr TE Magagula at 033 845 2021.

CONTROL WORKS INSPECTOR (5 year contract)

SALARY: R 444 693.00 (LEVEL 10)

CENTRE(S): ETHEKWINI DISTRICT

(REF: CWI ETH 08/2018)

Minimum Requirements: Applicants must be in possession of an appropriate Bachelor's Degree/ National Diploma in the technical field/ built environment with a minimum of 3 - 5 years relevant experience. Compulsory registration with SACPCMP as a Candidate Construction Project Manager on appointment. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge and understanding of various relevant legislation, policies and guidelines that govern the built environment, project management skills, principles and methodologies, research and development, good communication and interpersonal skills, legislation, policy and guidelines interpretation skills, analytical skills, computer literacy and time management skills.

Key Performance Areas: Monitor the construction of houses to ensure compliance with building regulations. Ensure that regular material testing is done by the contractor. Ensure that specified materials are used in the construction process. Manage and control all consumer complaints in respect of the projects. Monitor all remedial rectification on the projects. Process project enrolment with the NHBRC. Provide technical support to all projects in the District. Examination of all plans and specifications for compliance to ensure that they are managed (geotechnical reports, surveyor-general plans, engineering designs and specifications). Ensure projects delivery on service level agreement. Manage resources.

Enquiries related to the above mentioned post can be directed to: Mr NE Dhooma at 031 319 3617.

**ARTISAN (PRODUCTION) (GRADE A-C)
OSD
R 179 523 – 307 197.00 PER ANNUM**

CENTRE: NORTHERN REGION

**Reference Number: AP 08/2018 or
AF A 08/2018**

Requirements: N2 Plus Trade Test Certificate in mechanical studies coupled with 3-5 years relevant experience in maintenance and repairs. A valid driver's license.

Knowledge, Skills and Competencies: Ability to apply mechanical knowledge and skills; Ability to execute preventative maintenance; Knowledge of administrative procedures and safety regulations; Project Management skills; Communication skills; Problem solving skills; Presentation skills; Listening skills; Analytical thinking; Motivation skills; Decision making; Time management skills; Computer skills; Negotiation skills; Self-management skills; Customer focus; Driving skills; Conflict management skills; Language skills; Interpretation skills; Interpersonal skills; Service oriented; Ability to work under pressure; Flexibility to work extra hours; Team work oriented; Goal oriented; Receptive to suggestions and new ideas.

The successful candidate will perform the following key Performance Areas:

*Produce designs according to client specification and within limits of production capability;
*Produce objects with material and equipment according to job specification and recognized standards; *Service equipment and/or facilities according to schedule; *Perform administrative and related functions; *Continuous individual development to keep up with new technologies and procedures; *Physical verification of state and subsidized vehicles; Re-activate maintenance of minor repairs; *Execute preventive maintenance of specific controls to eliminate breakdowns and optimize vehicle ability.

Enquiries related to the abovementioned post can be directed to: Mr. ZS Mbonane at 035 874 8003.

**DIRECTOR: SUPPLY CHAIN MANAGEMENT
(LEVEL 13)
SALARY: R 1 005 063.00 PER ANNUM (All-inclusive package)
CENTRE: DURBAN
REF: D: SCM 08/2018**

Requirements: Applicants must be in possession of a Degree at NQF Level 7 as recognised by SAQA in Supply Chain/Logistics Management/Financial Management coupled with a minimum of 5 years relevant middle management experience. A valid driving licence is essential.

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 a generic managerial competency assessment (in compliance with the DPSA competency based assessments). The competency assessment will be testing generic managerial competencies using mandated DPSA SMS competency assessment tool.

Knowledge, Skills and Competencies: Knowledge of PFMA; Knowledge of Public Service Act; Knowledge of Public Service Regulations; Knowledge of Human Resource prescripts; Knowledge of Housing Act and Housing Code; Knowledge of Labour Relations Act; Knowledge of Legislations; Knowledge of legal interpretation; Knowledge of criminal act; Knowledge of BBE Acts; Extensive knowledge of legal interpretation; Knowledge of Treasury Regulations and guideline; Knowledge of the Constitution of South Africa; In depth knowledge of Procurement Policies; In depth knowledge of Procurement Acts; Knowledge and understanding of the Standard Chart of Accounts (SCOPA); Knowledge of the Basic Accounting System (BAS) and LOGIS as well as the Departmental Reporting Framework Guide; Language skills; Presentation skills; Analytical thinking skills; Interpersonal relations skills; Computer skills; Research skills; Financial management skills; Time management skills; Report writing skills; Problem solving skills; Communication skills; Conflict management skills; Leadership skills; Decision making skills; Chairing of meeting skills; Innovative; Independent; Confidentiality; Proactive; Honesty; Professionalism; Punctual; Service oriented; Ability to work under pressure and Flexibility to work extra hours.

The successful candidate will perform the following key Performance Area:

*Ensure provisioning and procurement of goods and services in the department; *Ensure the provisioning and maintenance of asset management system support services to the department; *Manage the development and implementation of policies, procedures and supply chain delegation within supply chain management; *Manage effective utilization of human and financial resource of the directorate.

Enquiries related to the above mentioned post can be directed to: Ms. S Pillay at 033 392 6430.

DEPUTY DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME (5 year contract)

LEVEL 11

SALARY PACKAGE: R 697 011. 00 PER ANNUM

CENTRE: PIETERMARITZBURG

REF.: DD-EPWP 08/2018

Requirements: Applicants must be in possession of a three year National Diploma/ B Degree in Public Administration, Development Studies or Political Science field coupled with 3-5 years' related management experience. A valid driver's license is essential.

Knowledge, Skills and Competencies: Knowledge of Public Sector, Knowledge of PFMA, Knowledge of EPWP legislation, Understanding of the provincial and departmental initiatives, Financial Management Skills, Project Management Skills, Client Focus Skills, Listening Skills, Analysis Skills, Communication Skills(written & verbal), Problem Solving Skills, Facilitation Skills, Time Management Skills, Networking Skills, Team oriented, Able to work under pressure, Service Orientated, Integrity, Customer Focus.

The successful candidate will perform the following key Performance Areas:

* Facilitate and coordinate the implementation of Expanded Public Works Programme in all housing projects; *Coordinate the implementation of EPWP Skills Development Programmes; *Monitor and evaluate implementation of EPWP in housing projects; *Stakeholder engagement and Management; *Reporting on all EPWP Programmes.

Enquiries related to the abovementioned post can be directed to: Ms. MN Mnguni at 033 392 6420.

CLOSING DATE: 12 October 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 (not older than 3 months), 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)

Department of Human Settlements in KZN is an equal opportunity employer and encourages applications from women and people with disabilities.

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