



human settlements

Department:
Human Settlements
PROVINCE OF KWAZULU-NATAL

CANDIDATE CONSTRUCTION PROJECT MANAGER (5-YEAR CONTRACT)

SALARY: R 618 732.00 per annum. [Salary is OSD-related]

CENTRE: UGU DISTRICT (Reference Number: CCPM: UD/04/ 2019)

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. Teamwork.

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 (5-YEAR CONTRACT)

SALARY: GRADE A TO C: R718 059 – R 1 090 458.00 pa [Salary is OSD-related]

CENTRE: UGU DISTRICT (Reference Number: PCPM: UD /04/ 2019)

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: Ms L Kafile at 033 845 2000

CONTROL WORKS INSPECTOR (2-year contract)

LEVEL 10

SALARY: R 470 040.00 PER ANNUM

CENTRE: Vulindlela Housing Project (Ref: VUL 04/2019)

Requirements: Applicants must be in possession of Matric plus a National Diploma (T/N/S streams) or equivalent or N6 and a passed trade test in built environment. More than six 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:

*Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up; *Facilitate, coordinate and control the implementation of new works, repair and renovation and maintenance; *Ensure that the relevant project documentation of new and existing structures is compiled; *Manage the activities of contractors and consultants; *Gather and submit information in terms of extended public works programme; *Supervise the performance and conduct of subordinates.

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

CONTROL WORKS INSPECTOR

LEVEL 10

SALARY: R 470 040.00 PER ANNUM

CENTRE: Zululand District (Ref: CWI ZD 04/2019)

Requirements: Applicants must be in possession of Matric plus a National Diploma (T/N/S streams) or equivalent or N6 and a passed trade test in built environment. More than six 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:

*Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up; *Facilitate, coordinate and control the implementation of new works, repair and renovation and maintenance; *Ensure that the relevant project documentation of new and existing structures is compiled; *Manage the activities of contractors and consultants; *Gather and submit information in terms of extended public works programme; *Supervise the performance and conduct of subordinates.

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

**DIRECTOR: RENTAL HOUSING TRIBUNAL
(LEVEL 13)
SALARY: R 1 005 063 PER ANNUM (All-inclusive package)
CENTRE: DURBAN
REF: D: RHT-04/2019**

Requirements: Applicants must be in possession of a Degree or NQF Level 7 as recognised by SAQA in B Juris coupled with 5 years relevant middle management experience / Senior Managerial Level in Rental Housing Tribunal Environment . A valid driver's license.

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: Broad knowledge of Housing Act, policies and practices; Understanding of Housing Acts and policy prescripts; Computer based housing act and policy information systems; Knowledge of Public Service reporting procedures; Knowledge of Rental Housing Act; Knowledge of Promotion of Administrative Justice Act; Knowledge of the Constitution of RSA; Knowledge of Housing Consumer Protection Measures Act 95 of 1998; Knowledge of Sectional Tittles Act, 1986(95 of 1986) as amended by Act 24&29 of 2003); Knowledge of Prevention of Illegal Eviction and Unlawful Occupation of Land Act 19 of 1998; Knowledge of Rental Housing Regulations and Practices; Analytical skills; Financial management skills; Risk management skills; Facilitation skills; Strategic planning skills; Computer Literacy skills; Writing and communication skills; Driving skills; Conflict management skills; Leadership skills; Project management skills; Negotiation skills; Interpretation skills; Motivation skills; Influencing skills and Interpersonal relations skills.

The successful candidate will perform the following key Performance Area:

*Manage the implementation of the rental housing act in the province; *Manage the promotion of the rental tribunal throughout the province; *Manage and advise on complaints management processes in respect of residential properties; *Manage the effective utilization of human and financial resources of the directorate.

Enquiries related to the above-mentioned post can be directed to: Mr. MOS Zungu at 033 392 6434.

**ASSISTANT DIRECTOR: RENTAL HOUSING TRIBUNAL
LEVEL (9)**

SALARY: R 376 596 PER ANNUM

CENTRE: DURBAN

(Reference Number AD RHT 04/2019)

Requirements: A Bachelor's degree/National Diploma in Marketing or Public Relations or Communications coupled with 3 years relevant work experience. A valid driver's licence.

Knowledge, Skills and Competencies: Broad knowledge of the Housing Act, Rental Housing Act, related prescripts and policies, good communication skills, report writing skills, management and conflict resolution skills, analytical, innovative thinking, presentation, facilitation, organizing and planning skills; computer literacy.

SKILLS: Project management, computer literacy, communication, problem solving, facilitation, negotiation, time management, conflict resolutions, presentation, report writing, research and building inspection skills

The successful candidate will perform the following Key Performance Areas:

*Marketing the Rental Housing Tribunal and its activities to various stakeholders;
conduct presentations, information sessions, exhibitions and road-shows on Rental Housing Act and other related regulations to stakeholders; ensure the establishment of Rental Housing Information Offices in municipalities and prepare memorandum of understanding, * produce educational materials and training programmes; *liaise with various stakeholders in the rental housing market. The position involves extensive travelling throughout the Province of KwaZulu-Natal.

Enquiries related to the above post can be directed to: Mr. M. Dlamini at 031 372 1825.

**CONTROL WORKS INSPECTOR: RENTAL HOUSING TRIBUNAL
(CASE MANAGEMENT SERVICES)**

LEVEL (10)

SALARY: 470 040.00 pa

CENTRE: DURBAN

(Reference Number: CWI RHT 04/2019)

Requirements: Applicants must be in possession of a National Diploma (T/N/S) or equivalent qualification or N3 and a passed trade test in the building environment or registration as an Engineering Technician plus 5 years of relevant work experience. A valid driver's licence.

Knowledge, Skills and Competencies: Knowledge of Rental Housing Act, Building Regulations, Environmental Act & Regulations and Policy on Information Systems.

Skills: Project management, computer literacy, communication, problem solving, facilitation, negotiation, time management, conflict resolutions, presentation, report writing, research and building inspection skills.

The successful candidate will perform the following Key Performance Areas:

*Provide technical inspectorate services to the Rental Housing Tribunal. *Analyse findings and make recommendations to Tribunal in respect of the appropriate rentals. *Coordinate specialized reports on health and safety. *Liaise with law enforcement agencies for enforcement of rulings and subpoenas. *Manage the effective utilization of resources and employees development.

Enquiries related to the above post can be directed to: Mrs H. Chili at 031 372 1822.

DIRECTOR: PRIORITY PROGRAMMES

(LEVEL 13) (5 YEAR CONTRACTS)

SALARY: R 1 005 063 PER ANNUM (All-inclusive package)

CENTRE: PIETERMARITZBURG

REF: D: SP-04/2019

Requirements: Applicants must be in possession of a Degree or NQF Level 7 as recognised by SAQA in Project Management or equivalent qualification coupled with 5 years relevant middle management experience /Senior Managerial Level in Building and Construction Management Environment. A valid driver's license.

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: Extensive knowledge of government, co-ordination, integration and Expanded Public Works Programme; Knowledge of housing Acts and understanding of various relevant Acts ; PFMA,PSA, Skills Development Acts, LRA, EEA,BCEA, Housing code,GIAMA, HRM prescripts and interpretation of relevant legislation; Knowledge of various administration policies and guidelines that govern public administration; Knowledge and understanding of EPWP policies and other programmes,; Knowledge of labour intensive technologies and skills development strategies ; Public service reporting procedure and working environment; Programme and project management skill; Financial management skills, Strategic planning skills, Problem solving skills ;Presentation skills; Policy formulation skills; research skills; Negotiation skills; Facilitations skills ; Technical skills; Conflict management skills; Communication skills; Interpersonal Relations skills; Interpretation skills; Analytical skills; Computer Literacy and time management skills and Driving skills.

The successful candidate will perform the following Key Performance Areas:

*Manage and facilitate the implementation of Operation Sukuma Sakhe / disaster housing projects throughout the province; *Co-ordinates the department's participation in Operation Sukuma Sakhe structures at Provincial , District and Local Municipal level throughout the province; *Manage and facilitate the implementation of military veterans housing programmes; *Manage and facilitate the implementation of EPWP programmes in the province; *Manage the overall financial performance of the directorate; *Provide regular progress reports about the overall performance of each programme within the directorate; *Provide input to the departmental policy formulation sessions/ processes aimed at improving service delivery and good governance; *Co-ordinate and facilitate development of Business Plans for each programme within the directorate on a yearly basis; *Manage risks associated with the implementation of each programme within the directorate.

Enquiries related to the above-mentioned post can be directed to: Mr. MOS Zungu at 033 392 6434.

DEPUTY DIRECTOR: PRIORITY PROGRAMMES (5-year contract)

(LEVEL 12)

SALARY: R 869 007.00 pa (MMS PACKAGE)

CENTRE: PIETERMARITZBURG

(Reference Number: DD SP 04/2019)

Requirements: Applicants must be in possession of a Degree/National Diploma in Project Management or equivalent qualification plus 3-5 years relevant management experience. A valid driver's license.

Knowledge, Skills and Competencies: Extensive knowledge of government, co-ordination, integration and Expanded Public Works Programme; Knowledge of housing Acts and understanding of various relevant Acts ; PFMA,PSA, Skills Development Acts, LRA, EEA,BCEA, Housing code,GIAMA, HRM prescripts and interpretation of relevant legislation; Knowledge of various administration policies and guidelines that govern public administration; Knowledge and understanding of EPWP policies and other programmes,; Knowledge of labour intensive technologies and skills development strategies ; Public service reporting procedure and working environment; Programme and project management skill; Financial management skills, Strategic planning skills, Problem solving skills ;Presentation skills; Policy formulation skills; research skills; Negotiation skills; Facilitations skills ; Technical skills; Conflict management skills; Communication skills; Interpersonal Relations skills; Interpretation skills; Analytical skills; Computer Literacy and time management skills and Driving skills.

The successful candidate will perform the following key Performance Areas:

*Manage and facilitate the implementation of Operation Sukuma Sakhe / disaster housing projects throughout the province; *Co-ordinates the department's participation in Operation Sukuma Sakhe structures at Provincial , District and Local Municipal level throughout the province; *Manage and facilitate the implementation of military veterans housing programmes; *Provide regular progress reports about the overall performance of each programme within the sub-directorate; *Provide input to the departmental policy formulation sessions/ processes aimed at improving service delivery and good governance; *Co-ordinate and facilitate development of Business Plans for each programme within the sub-directorate on a yearly basis; *Manage risks associated with the implementation of each programme within the sub-directorate.

Enquiries related to the above-mentioned post can be directed to: Mr BE Cele at 031 319 3601.

DEPUTY DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME

(5-year contract)

LEVEL 12

SALARY PACKAGE: R 869 007.00 PER ANNUM (MMS PACKAGE)

CENTRE: PIETERMARITZBURG

(Reference Number: DD-EPWP 04/2019)

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: Mrs. MN Mnguni at 033 392 6420.

This is a re-advertisement; applicants who are still interested must re-apply.

DIRECTOR: TITTLE DEEDS RESTORATION PROGRAMMES

(LEVEL 13) (3 YEAR CONTRACT)

SALARY: R 1 005 063 PER ANNUM (All-inclusive package)

CENTRE: DURBAN

(Reference Number: D: TDP 04/2019)

Requirements: Applicants must be in possession of a Degree or NQF Level 7 as recognised by SAQA in Project Management or equivalent qualification coupled with 5 years relevant middle management experience /Senior Managerial Level in Building and Construction Management Environment. A valid driver's license.

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: Extensive knowledge of government, co-ordination, integration and Knowledge of housing Acts, Knowledge of Project and Professional Judgement, Computer-aided engineering and project application and understanding of various relevant Acts ; PFMA, PSA, Land Administration Acts, Sectional Tittle Acts, Promotion of access to information Acts, National Housing Code, GIAMA, HRM prescripts and interpretation of relevant legislation; Knowledge of various administration policies and guidelines that govern public administration; Knowledge and understanding of TRP policies and other programmes; Knowledge of Public service reporting procedure and working environment; Programme and project management skill; Financial management skills, Strategic planning skills, Problem solving skills ;Presentation skills; Negotiation skills; Facilitations skills ; Technical skills; Conflict management skills; Communication skills; Interpersonal Relations skills; influencing skills, Interpretation skills; Analytical skills; Computer Literacy and time management skills and Driving skills.

The successful candidate will perform the following Key Performance Areas:

*Co-ordinate all project that require tittle deeds restoration in partnership with regional office and other relevant critical role players in the process of analysis effectiveness; *Maintain project operational effectiveness; *Financial management; *Co-ordinate and facilitate development of Business Plans for tittle deeds restoration programme within the directorate on a yearly basis; *Governance and manage risks associated with the implementation of programme within the directorates. Manage effective utilization of human resources

Enquiries related to the above-mentioned post can be directed to: Mr. MOS Zungu at 033 392 6434.

ASSISTANT DIRECTOR: PROPERTY TRANSFER (3-year contract)

(LEVEL 10)

SALARY: R 470 040.00 pa

CENTRE: DURBAN

(Reference Number: AD PT 04/2019)

Requirements: Applicants must be in possession of a National Diploma/Degree in Property Administration or Public Administration coupled with 3-5 years relevant experience in Property Management. A valid driver's license.

Knowledge, Skills and Competencies: Understanding of the Constitution of RSA, 1996 (Act no. 108 of 1996); In-depth knowledge of National Housing Code; Knowledge of Sectional Title Acts; Deeds Registries Act; Kwa-Zulu Natal Rental Housing Act; Knowledge of Prevention of illegal Eviction and Unlawful Occupation of Land Act; Knowledge of Housing Act; Knowledge of PFMA and MFMA and Treasury Regulations; Knowledge of Breaking New Ground Housing vision; Knowledge of Public Service Act and Public Service Regulations; Knowledge of HR Practices; Knowledge of Public Service Code; Knowledge of Labour Relations Act; Computer skills; Project management skills; Communication skills; Problem solving skills; Presentation skills; Listening skills; Analytical thinking; Conflict management skills; Motivation skills; Policy formulation; Change management; Decision-making; Service oriented; Ability work under pressure; Flexibility to work extra hours; Team oriented; Goal oriented; Receptive to suggestions and new ideas; Open to challenges; Integrity; Honest.

The successful candidate will perform the following Key Performance Areas:

*Facilitate the transfer of properties to beneficiaries through the enhanced extended discount benefit scheme (EEDBS); *Manage sales, letting, after sales on property in the region; *Facilitate the pre-conveyance for transfer of properties to the Municipalities/purchasers; *Facilitate devolution of properties to municipalities and vacant properties; *Manage effective utilization of human resources of the component.

Enquiries related to the above-mentioned post can be directed to: Mr H Ganesh at 031 319 3761.

ASSISTANT DIRECTOR: PERSAL ADMINISTRATION

(LEVEL 09)

SALARY: R 376 596.00 pa

CENTRE: DURBAN

(Reference Number: AD PC 04/2019)

Requirements: Applicants must be in possession of a Degree/National Diploma in Human Resources Management or Public Management coupled with minimum of 3 year's practical and relevant experience in Persal Administration. A Persal Controller's course and computer literacy. A valid driver's license.

Knowledge, Skills and Competencies: Excellent knowledge of Persal system; Understanding of HRM policies and practices; Working knowledge of HRM prescripts, Public Service Regulations and PFMA; Knowledge of Computer Based information systems; Planning and organization; Admin procedures; Knowledge of how to do basic Research/gather information; Knowledge of statistics; Meeting procedures; Understanding of Computer software (MS Word, Excel, FTP, GroupWise); Computer literacy; Problem solving skills; Written and verbal communication skills; Good decision making skills; Interpersonal skills; Ability to perform routine tasks; Maintaining discipline; Conflict resolution; Team building Mathematical skills; Creativity and innovative thinking i.e. develop new methods that impact on existing methods.

The successful candidate will perform the following Key Performance Areas:

*Manage Persal user records in order for users to have access to the Persal system and to ensure that users have the required equipment to access Persal system;
*Maintain user profiles in order for users to be able to perform their daily duties in terms of the Persal system; *Monitor transactions on Persal in order to identify irregular and possible fraudulent activities on the Persal system; *Manage Persal training for users in the Department in order for users to be able to utilize the Persal system optimally and enable users to successfully execute their daily duties; *Provide and effective user support in order for users to be efficient and effective in the performance of their duties whilst utilizing the Persal system and ensure the smooth flow of work; *Liaise with Provincial Persal Manager with regards to any queries that cannot be resolved at departmental level; *Approve and authorize transactions on Persal.

Enquiries related to the above-mentioned post can be directed to: Mrs RS Dawood at 031 336 5209.

**ASSISTANT DIRECTOR: ANTI-FRAUD & CORRUPTION INVESTIGATIONS
(LEVEL 09)**

SALARY: R 376 596.00 pa

CENTRE: DURBAN

(Reference Number: AD INV 04/2019)

Requirements: Applicants must be in possession of a National Diploma/Degree in Internal Audit/Risk Management coupled with 3-4 years Risk Management experience. A valid driver's license.

Knowledge, Skills and Competencies: Functional management and operating Standards; Code of conduct; Investigative techniques and fraud policy; Department Policies, procedures and regulations; internal discipline and criminal court hearing; Law of evidence; Construction; Rules of evidence and procedures; Labour law; Criminal Procedures Act. Skills in Planning and Organization, Researching skills; Reporting Writing skills; interviewing skills; Computer skills; Investigation skills; Diplomacy skills; Questioning technique and interrogative skills; Planning and organization; Ethical; Integrity; Commitment; Independent; Observant; Intelligent; Tactful and Confidential.

The successful candidate will perform the following Key Performance Areas:

*Undertake investigation to establish, fraud, corruption and quantity losses to Determine culpability, *Apply pro-active measures to combat theft; fraud and corruption; *Provide inputs on the development of the fraud and corrupt prevention plan for the department; *Conduct desktop investigations on cases of alleged corruption reported through the anti-corruption Hotline fact sheet, *Research and formulate investigation policies and procedures.

Enquiries related to the above-mentioned post can be directed to: Mrs NMJ Jwara at 031 336 5113.

**DIRECTOR: PLANNING
(LEVEL 13)
SALARY: R 1 005 063 PER ANNUM (All-inclusive package)
CENTRE: DURBAN
REF: D: PD-04/2019**

Requirements: Applicants must be in possession of a Degree or NQF Level 7 as recognised by SAQA plus 5 years middle management experience / Senior Managerial Level in Town and Regional Planning Environment. A valid driver's license.

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 policy development; Knowledge of computer applications; Knowledge of municipal operations; Extensive knowledge of housing policies; Extensive knowledge of planning legislation and processes; Knowledge of Human Resource Practices; Understanding of the constitution of RSA; Knowledge of the legislative framework that governs the operation of Public Service; Knowledge of KZN Land Administration Act 2003; Understanding of Expropriation Acts 63 of 1973, Deeds Registration Act 47 of 1937 and Housing Acts; Knowledge of Law of Contract; Knowledge on Legal interpretation; Understanding of the Public Service Act and Public Service Regulations; Knowledge of PFMA; Financial management skills; Project Management skills; Contract administration skills; Communication skills (written & verbal); Computer skills; Problem solving skills; Conflict resolution skills; Facilitation skills; Interpersonal skills; Presentation skills; Research skills (quantitative & qualitative); Analysis skills; Negotiation skills; Driving; Influencing skills; Motivation skills; Time management skills; Client focus skills; Service oriented; Willing to learn and travelling; Team building; Independent; Client/customer focus (both internal & external); Working under pressure; Flexible and open to challenge; Integrity; Quick thinker.

The successful candidate will perform the following Key Performance Areas:

*Provide land legal and administration support for Housing Development; *Manage the planning and geographical information system support in the department; *Research, Develop and Implementation policies, procedures and strategies; *Manage effective and efficient utilization of human and financial resources of the directorate.

Enquiries related to the above-mentioned post can be directed to: Mr. EL Khoza at 031 336 5278.

GISc Technologist (Production) (5-year contract)

(Grade C)

SALARY: R 473 574 – 557 856.00 pa

(Salary will be in accordance with OSD determination)

CENTRE: DURBAN

(Reference Number: GISc T 04/2019)

Requirements: Applications must be in possession of a Degree in GISc related qualification plus 3 years post qualification GISc Technologist experience. Compulsory registration with PLATO as a GISc Technologist. A valid driver's license.

Knowledge, Skills and Competencies: Able to use science and technology effectively and critically; Strong GIS skills with two or more GIS packages (eg ESRI); Analytical, statistical and Mathematical skills; Project management skills; Programme and project management; Research and development; Knowledge of legal compliance; Technical report writing; Creating high performance culture; Networking; Ability to solve problems; Collect, organize and critically evaluate information; Organization and management skills; Work effectively with others as a member of a team; Communication literacy; Computer skills; Planning, organizing and execution; Language proficiency; Listening skills; Team work.

The successful candidate will perform the following Key Performance Areas:

*Design and implement a spatial database to store the required datasets; *Apply geo-referencing, datum and projection transformations; *Design, develop and create geo-databases, maps and other related projects; Provide access to Spatial Information and Geographic Information Services to all clients in the department; *Ensure interoperability between systems to maximise efficiency; *Publish data into a web based GISc system to provide Geographical Information through the internet; *Manage and implement knowledge sharing initiatives; *Management of financial and human resources; *Develop process model and workflows diagram; Research, investigate and advice on new GIS technologies.

Enquiries related to the above-mentioned post can be directed to: Mr EL Khoza at 031 336 5278.

SENIOR LEGAL ADMINISTRATION OFFICER

R 473 820 – R 1 140 828.00 PER ANNUM

(Salary will be in accordance with OSD determination)

CENTRE: PIETERMARITZBURG

REF: SLAO 04/2019

REQUIREMENTS: Applicants must be in possession of an appropriate LLB degree or equivalent (B Proc) with a minimum of 8 years appropriate post qualification legal experience and a valid driver's license. Preference will be given to admitted Attorneys with demonstrated management experience.

Knowledge, Skills and Competencies: Knowledge of the legislative framework that governs the operation of the Public Service; Knowledge of the law of Contract; Knowledge of the Housing Act and legislation; Knowledge of the Housing policies; Knowledge and experience in the interpretation of statutes; Knowledge of the Public Service Act and Regulations; Knowledge of PFMA; Knowledge of Human Resources Management; Knowledge of Performance Management; Financial Management skills; Project Management skills; Legal skills; Contract Administration skills; Communication skills (written & verbal); Computer skills; Problem solving skills; Conflict resolution skills; Change management; Facilitation skills; Interpersonal skills; Interpersonal skills; Presentation skills; Research skills (quantitative and qualitative); Analysis skills; Negotiation skills; Driving; Influencing skills; Time management skills; Networking skills.

The successful candidate will perform the following Key Performance Areas:

*Manage the drafting of contracts and agreements; *Conduct a legal evaluation of contracts and other documents to ensure that the department complies with legislation; *Ensure the provision of a functional legal advisory service to the department and its clients; *Prepare legal opinions and memorandums of advice; *Draft specimen (pro-forma) project, service level and other agreements to ensure the fulfilment of the Departmental mandate/obligation; *Facilitate the litigation process and provide advice in respect of litigation; *Provide legal representation in arbitration and/or court proceedings; *Prepare comments and/or submissions in respect of proposed legislation and/or policies; *Prepare high level reports in respect of the work undertaken by the sub directorate;

*Manage effective financial, human and other resources of the component to ensure the achievement of objectives.

Enquiries related to this post can be directed to: Ms. OG Anderson at 033 392 6415.

**ASSISTANT DIRECTOR: HOUSING SUBSIDY ADMINISTRATION
(LEVEL 10)**

SALARY: R 470 040.00 pa

CENTRE: DURBAN

Reference Number: AD HSA 04/2019

Requirements: Applicants must be in possession of a National Diploma or Degree in Public Administration coupled with 3 to 5 years administrative experience. A valid driver's license.

Knowledge, Skills and Competencies: Understanding of Housing Code; Understanding of Housing Subsidy system; Constitution of RSA; Knowledge of housing Act; Knowledge of promotion of Access to information Act; Knowledge of Promotion of Administrative Act; Knowledge of Public Service Act; Knowledge of Housing Legislation and practice; Knowledge of Public Service Act 1994; Knowledge of Public Regulation; Knowledge of Labour Relation Acts; Knowledge of Skills Development; Computer literacy; Communication (Verbal/ Written) Driving, Presentation skills; Problem solving skills; Motivation skills; influencing skills; Listening skills; Operating HSS and Financial Management skills.

The successful candidate will perform the following Key Performance Areas:

*Co-ordinate and monitor the beneficiary administration process; *Control and authorize the processing of subsidy payments; *Conduct investigations for electronic checks failed for second level override; *Control the administration of project monitoring milestone on HSS; *Provide advice and guidance to stakeholders with regard to subsidy processes; *Monitor the effective utilization of utilization of resources in the component.

Enquiries related to the above-mentioned post can be directed to: Ms JD Naiker at 031 336 5398.

DEPUTY DIRECTOR: ASSETS AND INVENTORY MANAGEMENT
LEVEL 11
SALARY: R 733 257.00 pa (MMS PACKAGE)
CENTRE: DURBAN
Reference Number: DD SCM 04/2019

Requirements: Applicants must be in possession of a National Diploma/Degree in Supply Chain Management or Public Management coupled with 3-5 years management experience in Supply Chain Management. Computer literacy. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of Supply Chain management system (Hardcat, Bas); PFMA; Treasury regulations; SCM Delegation and SCM Practice Notes; PPPFA; Knowledge of Public Service Regulation; Knowledge of HR Practices; Labour Relations Act; Supply chain policies and procedures; Knowledge of BAS; Language skills; Listening skills; Presentation skills; Interpersonal skills; Computer skills; Strategic planning skills; Research skills; Analytical skills; Leadership skills; Financial management skills; Time management skills; Report writing skills; Problem solving skills; Communication skills; Conflict management skills; Change management skills; Project management skills; People management skills; Independent; Time frame driven; Meticulous; Confidential ; Proactive; Honestly; Integrity, Reliability; Patience; Commitment; Professionalism; Culturally sensitive; Perseverance and Punctual.

The successful candidate will perform the following key Performance Areas:

*Manage and implement departmental policy in respect of assets and inventories of the Department, *Ensure efficient and effective assets and inventory control, *Compile Asset Management plans ensure adherence to all relevant prescripts. *Human resource management system controller for hardcat system, * System controller for hardcat system.

Enquiries related to the above-mentioned post can be directed to: Mr TM Cele at 031 336 5420.

CLOSING DATE: 26 APRIL 2019

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, 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 X54367, 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.