



## **KWAZULU-NATAL PROVINCE**

**HUMAN SETTLEMENTS**  
REPUBLIC OF SOUTH AFRICA

### **VACANCY NOTICE NUMBER 8 OF 2023**

**CHIEF DIRECTORATE: SUSTAINABLE HUMAN SETTLEMENTS**

**POST TITLE: CANDIDATE CONSTRUCTION PROJECT MANAGER (3-YEAR CONTRACT) (2 POSTS)**

**SALARY: R 687 879.00 PER ANNUM. (SALARY TO BE STRUCTURED IN ACCORDANCE WITH OCCUPATIONAL SPECIFIC DISPENSATION)**

**CENTRE: ZULULAND DISTRICT**

**REFERENCE: CCPM: ZD 07/2023**

#### **REQUIREMENTS:**

Matric plus 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.

#### **ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

Knowledge of project management principals and methodologies. Knowledge of legal compliance with building industry norms and standards. Knowledge of legislation and policies governing the Human Settlements sector. 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 RESPONSIBILITIES:**

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 Prepare project funding approvals and procurement documents. 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

**POST TITLE: PROFESSIONAL CONSTRUCTION PROJECT MANAGER**

**(3- year contract) (2 POSTS)**

**SALARY: R795 147 – R 1 197 978.00 (SALARY TO BE STRUCTURED IN ACCORDANCE WITH OCCUPATIONAL SPECIFIC DISPENSATION) – GRADE A-C**

**CENTRE: ZULULAND DISTRICT**

**REFERENCE: PCPM: ZD 07/2023**

**REQUIREMENTS:**

Matric plus 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. A valid driver's license.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

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 RESPONSIBILITIES:**

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/ Deputy Director, and Manage the projects' budgets and resources. Office Administration in terms of:- Prepare project funding approvals and procurement documents 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: Mr ZS Mbonane TELEPHONE: 035 874 8002.**

**POST TITLE: CANDIDATE CONSTRUCTION PROJECT MANAGER (3-YEAR CONTRACT) (2 POSTS)**

**SALARY: R 687 879.00 PER ANNUM. (SALARY TO BE STRUCTURED IN ACCORDANCE WITH OCCUPATIONAL SPECIFIC DISPENSATION)**

**CENTRE: UTHUKELA DISTRICT**

**REFERENCE: CCPM: UTH 07/2023**

**REQUIREMENTS:**

Matric plus 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.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

Knowledge of project management principals and methodologies. Knowledge of legal compliance with building industry norms and standards. Knowledge of legislation and policies governing the Human Settlements sector. 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 RESPONSIBILITIES:**

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OR

**POST TITLE: PROFESSIONAL CONSTRUCTION PROJECT MANAGER**

**(3- year contract) (2 POSTS)**

**SALARY: R795 147 – R 1 197 978.00 (SALARY TO BE STRUCTURED IN ACCORDANCE WITH OCCUPATIONAL SPECIFIC DISPENSATION) – GRADE A-C**

**CENTRE: UTHUKELA DISTRICT**

**REFERENCE: PCPM: UTH 07/2023**

**REQUIREMENTS:**

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**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

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: Mr S Zungu TELEPHONE: 033 845 2013.**

**POST TITLE: CANDIDATE CONSTRUCTION PROJECT MANAGER (3-YEAR CONTRACT)**

**SALARY: R 687 879.00 PER ANNUM. (SALARY TO BE STRUCTURED IN ACCORDANCE WITH OCCUPATIONAL SPECIFIC DISPENSATION)**

**CENTRE: UMKHANYAKUDE DISTRICT**

**REFERENCE: CCPM: UMK 07/2023**

**REQUIREMENTS:**

Matric plus 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.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

Knowledge of project management principals and methodologies. Knowledge of legal compliance with building industry norms and standards. Knowledge of legislation and policies governing the Human Settlements sector. 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.

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**POST TITLE: PROFESSIONAL CONSTRUCTION PROJECT MANAGER**

**(3- year contract)**

**SALARY: R795 147 – R 1 197 978.00 (SALARY TO BE STRUCTURED IN ACCORDANCE WITH OCCUPATIONAL SPECIFIC DISPENSATION) – GRADE A-C**

**CENTRE: UMKHANYAKUDE DISTRICT**

**REFERENCE: PCPM: UMK 07/2023**

**REQUIREMENTS:**

Matric plus 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. A valid driver's license.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

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: Mr ZS Mbonane TELEPHONE: 035 874 8002.**

**POST TITLE: CANDIDATE CONSTRUCTION PROJECT MANAGER (3-YEAR CONTRACT)**

**SALARY: R 687 879.00 PER ANNUM. (SALARY TO BE STRUCTURED IN ACCORDANCE WITH OCCUPATIONAL SPECIFIC DISPENSATION)**

**CENTRE: KING CETSHWAYO DISTRICT**

**REFERENCE: CCPM: KD 07/2023**

**REQUIREMENTS:**

Matric plus 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.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

Knowledge of project management principals and methodologies. Knowledge of legal compliance with building industry norms and standards. Knowledge of legislation and policies governing the Human Settlements sector. 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 RESPONSIBILITIES:**

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 Prepare project funding approvals and procurement documents. 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

**POST TITLE: PROFESSIONAL CONSTRUCTION PROJECT MANAGER  
(3- year contract)**

**SALARY: R795 147 – R 1 197 978.00 (SALARY TO BE STRUCTURED IN ACCORDANCE WITH OCCUPATIONAL SPECIFIC DISPENSATION) – GRADE A-C**

**CENTRE: KING CETS HWAYO DISTRICT**

**REFERENCE: PCPM: KD 07/2023**

**REQUIREMENTS:**

Matric plus 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. A valid driver's license.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

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 RESPONSIBILITIES:**

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/ Deputy Director, and Manage the projects' budgets and resources. Office Administration in terms of:- Prepare project funding approvals and procurement documents 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: Mr ZS Mbonane TELEPHONE: 035 874 8002.**

**POST TITLE: PROJECT FACILITATOR (3-YEAR CONTRACT) (4 POSTS)**

**SALARY: R 527 298.00 PER ANNUM – LEVEL 10**

**CENTRE: UMGUNGUNDLOVU DISTRICT**

**REFERENCE: PF UMG 08/2023**

#### **REQUIREMENTS:**

Applicants must be in possession of a National Diploma/Bachelor's Degree in Community Development studies coupled with 3 years relevant experience. A valid driver's license.

#### **ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES:**

Knowledge of housing legislation, policy development and implementation; Extensive knowledge of housing delivery and development process; Knowledge of computer

based housing information systems; Knowledge of BEE, EPWP; Knowledge of Procurement, legal process, financial administration; Knowledge of HRM prescripts and Public Service Regulations; Knowledge of Contract Administration & Legal proceeding; Knowledge of Building Structure Standards; Basic knowledge of Infrastructural Services; Knowledge of Local Government Structures and Legislation; Knowledge of Public Service Act; 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; Basic House Design and Specification (PHP); 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.

#### **KEY RESPONSIBILITIES**

\*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: Mr. TE Magagula TELEPHONE: 033 845 2021.**

**DIRECTORATE: CONTRACT MANAGEMENT**

**POST TITLE: SENIOR LEGAL ADMINISTRATION OFFICER (2 POSTS)**

**SALARY: R 531 381 – 1 252 374.00 PER ANNUM**

**(Salary will be in accordance with OSD determination)**

**CENTRE: DURBAN**

**REFERENCE: SLAO CM 07/2023**

#### **REQUIREMENTS:**

Applicants must be in possession of an appropriate Four Year LLB/B Proc degree or otherwise determined by the Minister of Justice and Constitutional Development with 8 years appropriate post qualification legal experience. Experience in drafting and vetting of Contracts .and a valid driver's license.

#### **ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:**

Knowledge of the legislative framework that governs the operation of the Public Service; Knowledge of the law of Contract. Management of Contracts 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.

**KEY RESPONSIBILITIES:**

\*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: Ms. ZZ Manqele TELEPHONE: 031 336 3608.**

**CHIEF WORKS INSPECTOR**

**SALARY: R 359 517.00 PER ANNUM - LEVEL 08**

**CENTRE: UMGUNGUNDLOVU DISTRICT**

Reference Number: CWI UD 07/2023

**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.

## **ESSENTIAL 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.

## **KEY RESPONSIBILITIES:**

\*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; \* Analyse 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: Mr. TE Magagula TELEPHONE: 033 845 2021.**

## **CHIEF WORKS INSPECTOR (3-year contract)**

**SALARY: R 359 517.00 PER ANNUM – LEVEL 08**

**CENTRE: UTHUKELA DISTRICT**

Reference Number: CWI UTH 08/2023

## **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.

## **ESSENTIAL 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.

**KEY RESPONSIBILITIES:**

\*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; \* Analyse 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: Mr. S Zungu TELEPHONE: 033 845 2013.**

**CHIEF WORKS INSPECTOR (3-YEAR CONTRACT)**

**SALARY: R 359 517.00 PER ANNUM – LEVEL 08**

**CENTRE: UMGUNGUNDLOVU DISTRICT**

Reference Number: CWI UMG 08/2023

**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.

**ESSENTIAL 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.

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**ENQUIRIES: Mr. TE Magagula TELEPHONE: 033 845 2021.**

**CHIEF WORKS INSPECTOR (3-year contract)**

**SALARY: R 359 517.00 PER ANNUM – LEVEL 08**

**CENTRE: UMKHANYAKUDE DISTRICT**

Reference Number: CI UM 08 /2023

**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.

**ESSENTIAL 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.

**KEY RESPONSIBILITIES:**

\*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; \* Analyse 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: Mr. ZS Mbonane TELEPHONE: 035 874 8002.**

**SENIOR ADMINISTRATIVE OFFICER: PROJECT INFORMATION (2 POSTS)**

**SALARY: R 359 517.00 PER ANNUM – LEVEL 08**

**CENTRE: KING CETSHWAYO DISTRICT**

Reference Number: SAO PI 07/2023

**REQUIREMENTS:**

Applicants must be in possession of a Matric plus a National Diploma/Degree in Public Administration or Financial Management coupled with 3 to 5 years

administrative experience. In-service training on HSS will be an added advantage. A valid driver's license.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES:**

Knowledge of the Public Service Act; Knowledge of Public Service Regulation; Knowledge of Housing Subsidy System; Understanding of Housing policy; Understanding housing administration procedures; Knowledge of housing Act; Knowledge of Housing code; Knowledge of PFMA; Communication skills (written & verbal); Computer skills; Presentation skills; Listening skills; Networking skills; Client focus skills; Problem solving skills; Operating HSS; Influencing skills; Motivation skills; Language skills; Willingness to learn; Team building; Client/customer focus (both internal & external); Flexible and open to challenge; Integrity; Honest.

**KEY RESPONSIBILITIES:**

\*Implement the beneficiary administration process in the region; \*Implement the payment process in respect of project milestone; \*Compile cash flow project information for the region; \*Provide service and guidance to stakeholders with regard to the subsidy process; \*Provide effective and efficient supervision of employees.

**Enquiries: Mr. ZS Mbonane TELEPHONE: 035 874 8002.**

**SENIOR ADMINISTRATIVE OFFICER: PROJECT MANAGEMENT SUPPORT (3-YEAR CONTRACT)**

**SALARY: R 359 517.00 PER ANNUM – LEVEL 08**

**CENTRE: ZULULAND DISTRICT**

Reference Number: SAO ZD 08/2023

**REQUIREMENTS:**

Applicants must be in possession of a Matric plus a National Diploma/Degree in Public Administration or Financial Management coupled with 3 to 5 years administrative experience. In-service training on HSS will be an added advantage. A valid driver's license.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES:**

Knowledge of the Public Service Act; Knowledge of Public Service Regulation; Knowledge of Housing Subsidy System; Understanding of Housing policy; Understanding housing administration procedures; Knowledge of housing Act; Knowledge of Housing code; Knowledge of PFMA; Communication skills (written & verbal); Computer skills; Presentation skills; Listening skills; Networking skills; Client focus skills; Problem solving skills; Operating HSS; Influencing skills; Motivation

skills; Language skills; Willingness to learn; Team building; Client/customer focus (both internal & external); Flexible and open to challenge; Integrity; Honest.

**KEY RESPONSIBILITIES:**

\*Coordinate, compile and maintain the Housing Assessment Committee information pack for project approval; \*Coordinate, compile and maintain financial information and flow of payments; \*Provide administrative support to the Housing Evaluation Assessment Committee and follow-up on enquiries by Housing Portfolio Committee Member, Chairperson and Member; \*Ensure safety record keeping of Housing Assessment Committee information through proper filing system.

**ENQUIRIES: Mr. ZS Mbonane TELEPHONE: 035 874 8002.**

**SENIOR ADMINISTRATIVE OFFICER: INTEGRATED PLANNING AND GIS (3-YEAR CONTRACT)**

**SALARY: R 359 517.00 PER ANNUM – LEVEL 08**

**CENTRE: DURBAN**

Reference Number: SAO GIS 07/2023

**REQUIREMENTS:**

Applicants must be in possession of a National Diploma/Degree in Land Management/Property Management coupled with 3 years relevant experience. Computer literacy. A valid driver's license.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES:**

Knowledge of all Constitutional and land laws as well as land reform and township establishment issues; Knowledge of Conveyancing policy, strategy and procedures as determined by the Registrar of Deeds and Surveyor-General; Knowledge of sequence of land/legal causes; Knowledge of valuation principles in the determination of equitable compensation; Knowledge of restrictive conditions, mineral rights, servitudes, mortgage bonds and usufructs; Knowledge of legal precision and contracts; In-depth knowledge of Deeds Web; Knowledge of Interpretation of statutes; Communication skills (verbal and written); Analytical thinking; Planning and organizational skills; Interpersonal skills; Driving skills; Computer literacy; Negotiation skills; Conflict management skills; Project management skills; Ability to understand and apply legislative prescripts; Ability to interpret geographic charts and diagrams; Ability to adhere to strict norms and procedures; Ability to work independently but also to be a team player; Willingness to work extra hours; Willingness to accept responsibility; Promotion of professionalism; Ability to communicate with people at various levels; Ability to work under pressure; Ability to make and implement decisions; Ability to deal with conflict; Be pro-active.

**KEY RESPONSIBILITIES:**



\*Conduct acquisition and disposal of land for project development purposes and provide assistance to municipalities; \*Conduct land audit process by identifying land status before approval is granted for any new housing project; \*Perform the land pre-conveyance process to ensure effective transfer immovable property in favour of either the department of Human Settlements or Municipalities; \*Provide administration support services (consultants briefs, accounts payments).

**ENQUIRIES: Mr. LG Biyela TELEPHONE: 031 336 5403.**

## **FACILITY OFFICER**

**SALARY: R 359 517.00 PER ANNUM – LEVEL 08**

**CENTRE: DURBAN**

Reference Number: FAO 07/2023

### **REQUIREMENTS:**

Applicants must be in possession of a Matric plus a National Diploma/Degree in Public Administration coupled with 3 years administrative experience. Computer literacy. A valid driver's license.

### **ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES:**

Knowledge of facility management; Knowledge of Public Service Act; Knowledge of Public Service Regulations; Knowledge of National Human Resource Development strategies; Change management skills; Analytical thinking skills; Team building skills; Good management skills; Facilitation skills; Supervision skills; Conflict management skills; Development and research skills; Financial and project management skills; Ability to work under pressure; Flexibility to work extra hours; Team oriented; Goal oriented; Receptive to suggestions and ideas.

### **KEY RESPONSIBILITIES:**

\*Provide support with assessment needs and projects with regard to facilities within the department; \*Ensure the maintenance of the departmental buildings; \*Administer leases, parking, office accommodation and official quarters in the department; \*Render administrative duties; \*Ensure compliance to Occupational Health and Safety.

**ENQUIRIES: Mrs. JM Shezi TELEPHONE: 031 336 5406.**

**PERSONAL ASSISTANT TO DIRECTOR: STRATEGIC PLANNING (3-year CONTRACT) (LEVEL 07)**

**SALARY: R 294 321.00 PER ANNUM – LEVEL 07**

**CENTRE: PIETERMARITZBURG**

Reference Number: PA SP 07/2023

**REQUIREMENTS:**

Applicants must be in possession of a Secretarial Diploma coupled with a minimum of 3 years relevant experience in rendering a support service to senior manager. Computer literacy.

**ESSENTIAL KNOWLEDGE, SKILLS 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.

**KEY RESPONSIBILITIES:**

\*Provides a secretarial/ receptionist support service to the Senior Manager; \*Renders administrative support services; \*Supports the Manager with the administration of the Senior Manager's budget; \*Provides support to the Senior Manager regarding meetings; \*Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

**Enquiries: Ms. AN Ndlovu TELEPHONE: 033 845 2062.**

**PERSONAL ASSISTANT TO DIRECTOR: CAPACITATION AND BLACK ECONOMIC EMPOWERMENT (3-YEAR CONTRACT) (LEVEL 07)**

**SALARY: R 294 321.00 PER ANNUM – LEVEL 07**

**CENTRE: PIETERMARITZBURG**

Reference Number: PA BEE 07/2023

**REQUIREMENTS:**

Applicants must be in possession of a Secretarial Diploma coupled with a minimum of 3 years relevant experience in rendering a support service to senior manager. Computer literacy.

**ESSENTIAL KNOWLEDGE, SKILLS 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.

**KEY RESPONSIBILITIES:**

\*Provides a secretarial/ receptionist support service to the Senior Manager; \*Renders administrative support services; \*Supports the Manager with the administration of the Senior Manager's budget; \*Provides support to the Senior Manager regarding meetings; \*Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES: Mr. MW Nhlozi TELEPHONE: 033 392 6470.**

**ADMINISTRATION CLERK: PRODUCT DEVELOPMENT**

**(3-year Contract) (LEVEL 05):**

**SALARY: R 202 233.00 PER ANNUM – LEVEL 05**

**CENTRE: DURBAN**

Reference Number: AC PD 07/2023

**REQUIREMENTS:**

Applicants must be in possession of grade 12 or equivalent qualification coupled with 1 to 2 years appropriate experience.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES:**

Knowledge of Public Service Act and Public Service Regulations; Knowledge of Housing Subsidy System; Understanding of subsidy housing policy; Understanding of housing administration procedures; Knowledge of housing act; Knowledge of housing code; Knowledge of PFMA; Communication skills (written & verbal); Computer skills; Presentation skills; Listening skills; Networking skills; Problem solving skills; Operating HSS; Language skills; Willing to learn; Team building; Client/customer focus (both internal & external); Flexible and open to challenge; Integrity and Honesty.

**KEY RESPONSIBILITIES:**

\*Render general clerical support services in the component; \*Provide Supply Chain clerical support services within the component; \*Provide personnel administration clerical support services within the component; \*Provide financial administration support services in the component.

**ENQUIRIES: Ms. DA Duval TELEPHONE: 031 336 5363.**

**ADMINISTRATION CLERK: INTEGRATED PLANNING AND GIS**

**(3-year Contract) (LEVEL 05):**

**SALARY: R 202 233.00 PER ANNUM -LEVEL 05**

**CENTRE: DURBAN**

Reference Number: AC GIS 08/2023

**REQUIREMENTS:**

Applicants must be in possession of grade 12 or equivalent qualification coupled with 1 to 2 years appropriate experience.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES:**

Knowledge of Public Service Act and Public Service Regulations; Knowledge of Housing Subsidy System; Understanding of subsidy housing policy; Understanding of housing administration procedures; Knowledge of housing act; Knowledge of housing code; Knowledge of PFMA; Communication skills (written & verbal); Computer skills; Presentation skills; Listening skills; Networking skills; Problem solving skills; Operating HSS; Language skills; Willing to learn; Team building; Client/customer focus (both internal & external); Flexible and open to challenge; Integrity and Honesty.

**KEY RESPONSIBILITIES:**

\*Render general clerical support services in the component; \*Provide Supply Chain clerical support services within the component; \*Provide personnel administration clerical support services within the component; \*Provide financial administration support services in the component.

**ENQUIRIES: Mr. LG Biyela TELEPHONE: 031 336 5403.**

**ADMINISTRATION CLERK: OFFICE OF THE HOD**

**(3-year Contract) (2 posts) (LEVEL 05):**

**SALARY: R 202 233.00 PER ANNUM – LEVEL 05**

**CENTRE: DURBAN**

Reference Number: AC OHOD 08/2023

**REQUIREMENTS:**

Applicants must be in possession of grade 12 or equivalent qualification coupled with 1 to 2 years appropriate experience.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES:**

Knowledge of Public Service Act and Public Service Regulations; Knowledge of Housing Subsidy System; Understanding of subsidy housing policy; Understanding of housing administration procedures; Knowledge of housing act; Knowledge of housing code; Knowledge of PFMA; Communication skills (written & verbal); Computer skills; Presentation skills; Listening skills; Networking skills; Problem solving skills; Operating HSS; Language skills; Willing to learn; Team building; Client/customer focus (both internal & external); Flexible and open to challenge; Integrity and Honesty.

**KEY RESPONSIBILITIES:**

\*Render general clerical support services in the component; \*Provide Supply Chain clerical support services within the component; \*Provide personnel administration clerical support services within the component; \*Provide financial administration support services in the component.

**ENQUIRIES: Mr. SM Mbili TELEPHONE: 031 336 5347.**

**DRIVER /MESSENGER**

**SALARY: R 171 537.00 PER ANNUM – LEVEL 04**

**CENTRE: NORTHERN REGION**

Reference Number: DRV NR 07/2023

**REQUIREMENTS:**

Applicants must be in possession a valid driver's licence (minimum Code 8). Grade 10 qualification.

**ESSENTIAL KNOWLEDGE SKILLS AND COMPETENCIES:**

Communication Skills (both written and verbal), Excellent driving skills, and Time management Skills, knowledge of the procedures to ensure maintenance of vehicles, knowledge of the procedures to operate the motor vehicle. Knowledge of the prescripts

for the correct utilisation of the vehicle. Knowledge of the procedures to perform messenger functions and routine office support functions.

**KEY RESPONSIBILITIES:**

\*Provision of courier services in the region; Undertake authorized trips; \*Provide shuttle services in the region; \*Provide the messenger services in the region.

**ENQUIRIES: Mr. ZS Mbonane TELEPHONE: 035 874 2002.**

**NB: Shortlisted candidates will have to undergo the driving competency test.**

**Directions to applicants:** Applicants using the manual application process must ensure that the new Z83 application form (obtainable from any Public Service institution) is completed, duly signed and initialled as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted.

**Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement.** If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application.

**NB: All shortlisted candidates may be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department.**

Applications must be posted to: The Head of Department, KwaZulu-Natal Department of Human Settlements, Private Bag X 54367, Durban, 4000 or hand delivered to: The Director: Human Resource Management, Department of Human Settlements, Ground Floor, Murchison Passage, 353-363 Dr Pixley ka Seme Street, Durban, 4001 and marked for the attention of Ms. N Mungwe.

**Interested applicants can visit the following website at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) for full posts details.**

“Applicants are encouraged to apply for posts through the online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) or submit their Z83 and CV directly to the following email address [recruitment@kzndhs.gov.za](mailto:recruitment@kzndhs.gov.za).

Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).”

Following the interview and technical exercise candidates recommended for appointment at the SMS level will be required to produce a Pre-entry certificate for the course offered by the National School of Government (NSG) prior to their appointment. The course is available at the NSG under the name Certificate for entry into and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>.

The KwaZulu-Natal Provincial Government is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make these appointments.

**CLOSING DATE: 25 AUGUST 2023**