



KWAZULU-NATAL PROVINCE

**HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA**

ASSISTANT DIRECTOR: FLEET MANAGEMENT LEVEL 09

**SALARY: R 376 596.00 PER ANNUM
CENTRE: DURBAN**

(Reference Number: AD FM 03/2021)

Requirements: Applicants must be in possession of a Degree/ National Diploma in Public Administration/Finance with a minimum of 3-5years administrative experience. A valid driver's licence.

Knowledge, Skills and Competencies: Knowledge of Public Service Regulations of 2001 and Public Service Acts 1994; PFMA; Human Resource Practices; Transport manual; Leadership skills; Good communication; Computer literacy; Presentation; Time management; Analytical thinking; Project management skills; Chairing of meetings .

The successful candidate will perform the following key Performance Areas:

*Provide and control the day to day provision of transport and office service to ensure that it render accessible and efficient services.*Exercise control over maintenance and expenditure involved in the use of transport.*Ensure that the provision of the use of official vehicle within the department is in compliance with the National and Provincial policies.*Administer the subsidized vehicle allocated to officials of the department.*Undertake preliminary investigation into abuse of vehicles.*Provide and manage the services in the Regional Offices and sub-offices.*Ensure the efficient utilization of division resources.

Enquiries related to the abovementioned post can be directed to: Ms. JM Shezi at 031 336 5406.

**ASSISTANT DIRECTOR: FACILITIES
(LEVEL 09)
CENTRE: DURBAN
SALARY: R 376 596.00 PER ANNUM**

(Reference Number: AD FS 03/2021)

Requirements: Applicants must be in possession of a Bachelor's degree or National Diploma in Public Management/Public Administration coupled with a minimum of 3years relevant experience in facility environment. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of PFMA and Financial policy; Knowledge of Facilities Management and Facilities Planning; Knowledge and skills in Facilities Needs Assessment and long term facilities planning; Knowledge and implementation of the Health and Safety Act 85/1993; Analytical thinking; Team building; Good management skills; Facilitation skills; Supervision skills; Conflict management skills; Report writing skills Project management skills; Ability to work under pressure; Flexibility to work extra hours; Team orientated; Goal orientated; Receptive to suggestions and ideas; Computer literacy.

The successful candidate will perform the following key Performance Areas:

*Coordinating, facilitating and managing projects by carrying out and supervising preliminary investigation, drawing up detailed office plans, schedule and estimating budget for projects; *Management of property development, building maintenance services, Environmental Health and Safety, Fire Safety prevention Services for the Department; *Administer the lease, office accommodation and official quarters in the Department; *Develop, interpret and implement facility policies; *Manage resources of the division.

Enquiries related to the above post can be directed to: Ms. JM Shezi at 031 336 5406.

**DIRECTOR: PROPERTY MANAGEMENT AND
DISPOSAL (2 Year contract)
(Level 13)
SALARY PACKAGE: 1 057 326.00 pa (All-inclusive package)**

CENTRE: DURBAN
(Reference Number: D: PM 03/2021)

Requirements: Applicants must be in possession of a Bachelor's Degree in Finance or Built Environment or related qualification /Degree in the Legal field at NQF Level 7 as recognized by SAQA, coupled with a minimum of 5 years middle management experience in property management and property disposal.

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 and understanding of policy analysis, development and interpretation, asset management, processing of property rates. Problem solving, financial management, decision making, verbal and written communication, strategic capability and leadership, people management, planning and organizing and conflict management.

The successful candidate will perform the following key Performance Areas:

*Manage transfer of the properties to the beneficiaries i.t.o. the EEDBS policy;
*Administer sales of the properties to the qualifying beneficiaries; *Administer pre-conveyancing process on the state-owned properties; *Administer the transfer of the state-owned properties to the purchasers; *Manage the disposal of Housing Fund vacant properties; *Administer/facilitate the disposal of properties; *Manage devolution of properties to the municipalities; *Management of title deed restoration programme in the directorate; *Rendering required assistance to the municipalities to ensure that targets set for them are achieved; *Management of asset register of the Housing Fund Properties; *Administer the immovable asset register, ensure the integrity of information captured onto the fixed asset register, ensure verification of properties on fixed asset register; *Manage revenue collection on the Housing Fund Properties; *Manage the Debtor System in the Directorate; *Management of payment of rates and services on Housing Fund properties; *Manage the payment of property rates, management and implementation of payment procedures and policies; *Ensure that staff which reports to this post have work plan agreements and are reviewed on time; *Facilitate capacitation of staff through performance management and development system (PMDS); *Manage leave for staffing reporting to this post; *Manage the resources of the directorate.

Enquiries related to the above-mentioned post can be directed to: Mr. TA Bhengu at 031 336 5300.

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

SENIOR LEGAL ADMINISTRATION OFFICER
R 473 820 – R 1 140 828.00 PER ANNUM
(Salary will be in accordance with OSD determination)
CENTRE: PIETERMARITZBURG
(Reference Number: SLAO 03/2021)

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 of at least 5 years in a Legal Services Department of a Public Sector or Private organization.

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 incumbent of the position will be responsible for 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.

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

**DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS
(LEVEL 11)**

CENTRE: DURBAN

SALARY: R 733 257.00 PER ANNUM

(Reference Number: DD IGR 03/2021)

Requirements: Applicants must be in possession of a Bachelor's degree or National Diploma in Public Management/Public Administration coupled with a minimum of 3 years management experience in Intergovernmental Relations environment. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of Public Sector; Knowledge of PFMA; Knowledge of HRM prescripts; Knowledge of Housing Legislation; Understanding of the provincial and departmental initiatives; Creative skills; Innovative skills; Strategic thinking skills; Computer literacy; Time management skills; Analytical skills; Management skills; Communication skills; Financial Management policy formulation; Decision making skills; Service orientated; Ability to work under pressure; Flexible to work extra hours; Team orientated; Goal orientated; Quick thinker.

The successful candidate will perform the following key Performance Areas:

*Develop IGR strategy that drives donor funding, cooperation agreements and collaboration initiatives; *Establish and maintain networking channels to forge partnerships with stakeholders; *Drive and coordinate intergovernmental campaigns in the department; *Facilitate departmental relations with Local government and other state organs.

Enquiries related to the above post can be directed to: Ms. NY Mathonsi at 031 336 5105.

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

CLOSING DATE: 09 APRIL 2021

NOTE :Applications must be submitted on the **new prescribed Z83 applications form** (which must be originally signed) (applications submitted with the old Z83 application form will not be considered) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications set out in the advertisement, **matric certificates must be attached** (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), identity document as well as a valid driver's license (where a driver's license is a requirement). Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications i.e. all the documents must be submitted for each post applied for. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged and applicants who have not received an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. The Department reserves the right not to fill the post (s).

Forward your applications, quoting the relevant reference number and the name of publication which you saw this advertisement to the Head of Department of Human Settlements, Private Bag x 54367, Durban 4000, for the attention of Mr. SD Mthethwa or hand-deliver to 353-363 Dr Pixley ka Seme Street, Murchison Passage, Eagle Building, Durban, Ground Floor.