



## human settlements

Department:  
Human Settlements  
PROVINCE OF KWAZULU-NATAL

### **ASSISTANT DIRECTOR: EMPLOYEE WELLNESS PROGRAMME**

**(LEVEL 9)**

**SALARY: R 376 596.00 pa**

**CENTRE: DURBAN**

**Reference Number: AD: EAP 02/2020**

**Requirements:** Applicants must be in possession of a Degree/National Diploma in Industrial Psychology/Psychology/Social Work coupled with a minimum of 3-5 years relevant experience. A valid driver's license.

**Knowledge, Skills and Competencies:** Knowledge of the Constitution of the RSA, Broad knowledge of Employment Equity Act; National Integrated Disability Strategy; National HIV/AIDS Strategic Plan; Professional skills in Group Counselling and Individual Psycho-Social counselling; Basic Condition of Employment Act. Analytical thinker; Strategic thinker; Good management skills; Facilitation skills; Strategic planning; Supervision of staff; Conflict management. Ability to work under-pressure; Flexibility to work after hours; Team work orientated; Ability to deal with highly sensitive issues; Be able to maintain confidentiality. Empathy.

#### **The successful candidate will perform the following key Performance Areas:**

\*Provide direction, support, education and the assistance in implementation of Employee Wellness Strategic Framework Pillars (HIV/Aids and TB; Health and Productivity; Occupational Hygiene and Safety; and Wellness Management); \*Develop and implement evaluating systems for the EWP services; \*Research, co-ordinate and provide training/support on the Employee Wellness Programmes; \*Ensure that all Integrated National and Provincial Strategies are implemented in the department e.g. National Disability Strategy and Provincial (HIV/AIDS) Strategic Plan; \*Control the utilization of resources for the division; \*Provide professional counselling to employees on request or refer to state-funded social works for counselling.

**Enquiries related to the above-mentioned post can be directed to: Mr. WJ Ziqubu at 031 872 1802.**

**ASSISTANT DIRECTOR: SKILLS DEVELOPMENT**

**(LEVEL 09)**

**SALARY: R 376 596.00 pa**

**CENTRE: DURBAN**

**(Reference Number: AD HRD 02/2020)**

**Requirements:** Applicants must be in possession of a Degree / National Diploma in Public Administration and /or Human Resource Management / Organizational Development plus 3 to 5 years HRD experience. A valid driver's license is essential.

**Knowledge, Skills and Competencies:** Knowledge of the Constitution of SA ,Public Service Regulations, Public Service Act, National Development Plan, PFMA and Treasury Regulations, Labour Relations Acts, good knowledge of personnel systems, White Paper relevant to Human Resource Management, Skills Development Act, Skills Levies Act, Employment Equity Act, Knowledge of Departmental Human Resource and Registry Policy, knowledge of all other HRD related prescripts, Analytical thinking, good management skills, Facilitation Skills, Presentation Skills, Report Writing Skills, Planning and organizing Skills, Project Management Skills, Financial Management Skills, Communication at all levels, Team Building and Innovative skills, ability to lead, Flexible to work extra hours, ability to work under pressure, Receptive to suggestions and ideas.

**The successful candidate will perform the following Key Performance Areas:**

\*Ensure the development, implementation and maintenance of skills development policies;  
\*Develop and Maintain the workplace skills plan; \*Conduct the skills audit in the department;  
\*Coordinate the development and implementation of skills programmes; \*Exercise control of resources within the component.

**Enquiries related to the above-mentioned post can be directed to: Ms. QP Ngubane at 031 336 5138.**

**CHIEF DIRECTOR: PLANNING AND DEVELOPMENT**

**LEVEL 14 (5- year contract)**

**SALARY: R 1 251 183.00 PER ANNUM**

**(ALL INCLUSIVE SALARY PACKAGE)**

**CENTRE: DURBAN**

**(Reference Number: CD: PD 02/2020)**

**Requirements:** Applicants must be in possession of appropriate bachelor's Degree at NQF 7 as recognized by SAQA, coupled with a minimum of 5 years relevant senior management experience. Ability to interact at all levels including Executive, Strategic and Operational levels. A valid driver's licence is required.

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 all relevant Public Service prescripts including but not limited to the Public Service Act, the Public Service Regulations, the Public Finance Management Act of 1999, Treasury Regulations. Knowledge of PPPFA, 2017; Knowledge of Preferential Procurement Regulations; Knowledge of BBBEE Act; Knowledge and understanding of legislation, regulations, policies and codes applicable to housing delivery and management. Knowledge and understanding of Local Government prescripts and practice. Knowledge, understanding and experience in budget planning and control. Project management skills. Ability to work long hours and under pressure. Strategic planning and Strategic management skills. Excellent conflict management skills. Ability to perform tasks with minimum supervision. Strong analytical skills. Good written and verbal communication skills.

**The successful candidate will perform the following key Performance Areas:** \*Define research scope and strategies to enhance housing delivery in the province; \*Ensure the development, implementation and maintenance of housing policies and strategies; \* Facilitate the development of Provincial housing capacity building programme; \*Provide efficient product development to support to support the implementation of housing projects; \*Ensure the implementation and achievement of Socio-Economic Transformation targets; \*Participate in the ESID Cluster and other platforms on Radical Economic Transformation; \*Provide equitable, efficient and effective resource allocation to meet housing demand and to ensure achievement of housing objectives through municipal planning processes; \*Provide capacity to housing stakeholders to enhance housing delivery; \*Ensure that urban planning, including spatial planning, supports the creation of sustainable human settlements; \*Participate in the ongoing review of current and new housing technologies; \*Strengthen governance and service delivery.

**Enquiries related to the abovementioned post can be directed to: Mr. MOS Zungu at 033 392 6434.**

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

**Deputy Manager: Integrated Planning & GIS (5- year contract)**

**(Level 11)**

**SALARY – R 733 257.00 per annum**

**CENTRE: UGu District**

**Reference Number: DD PD 03/2020**

**Requirements:** Applicants must be in possession of an appropriate degree or National Diploma in Planning and Development related fields with a minimum of 3 years management experience in strategic management. A valid driver's license.

**Knowledge, Skills and Competencies:** Extensive knowledge of strategic planning legislation and processes; Knowledge of Public service reporting procedures and working environment ; Extensive knowledge of housing legislation & policies and development processes; Knowledge of Skills Development Act; Knowledge of Public Service Regulations; Knowledge of Public Service Act; Knowledge of municipal policies; Knowledge of PFMA and MFMA; Knowledge of Housing Act; Knowledge of Housing code; Knowledge of planning cycles; Ability to understand and comply with resolution; Analytical skills; Strategic thinking; Report writing skills; Presentation skills; Facilitation skills; Financial management skills; Project management skills; Strategic planning skills; Communication skills; Research skills; Listening skills; Language skills; Computer skills; Time management skills; Motivational skills; Influencing skills; Decision making skills; Networking skills; Driving skills; Good interpersonal relations; Understanding of strategic planning and budgetary processes; Innovative and strategic thinker; Willing to learn and traveling; Team building; Independent; Client/Customer focus (both internal & external); Work under pressure; Flexible and open to challenges; Service oriented; Integrity; Quick thinker.

**The successful candidate will perform the following Key Performance Areas:**

\*Review of multi-year housing development plan in accordance with the National Housing guidelines; \*Coordinate support to the municipalities in developing and review municipal housing sector plans; \*Maximize the horizontal and vertical linkages with relevant role-players in all three spheres of the Government; \*Research, develop and implement the policies and the procedures for the Sub-directorate; \*Manage effective and efficient of utilization of human resources.

**Enquiries related to the above-mentioned posts should be directed to: Mr EL Khoza at 031 336 5278.**

**GISc Technologist (Production) (5-year contract)**

**(Grade C)**

**SALARY: R473 574 – 557 856.00 pa**

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

**CENTRE: DURBAN**

**(Reference Number: GISc T 02/2020)**

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

**Knowledge, Skills and Competencies:** knowledge of human settlements and physical planning environment. Knowledge of the Land Information System (LIS) and Human Settlements Master Spatial Plan (MSP). Able to use science and technology effectively and critically; Strong GIS skills with two or more GIS packages; 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

**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 maximize 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 advise on new GIS technologies.

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

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

**GISc Technologist (Production) (5-year contract)**

**(Grade A-C)**

**SALARY: R 363 894 – 557 856.00 pa**

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

**CENTRE: DURBAN**

**(Reference Number: GISc T 03/2020)**

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

**Knowledge, Skills and Competencies:** knowledge of human settlements and physical planning environment. Knowledge of the Land Information System (LIS) and Human Settlements Master Spatial Plan (MSP). Able to use science and technology effectively and critically; Strong GIS skills with two or more GIS packages; 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

**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 geodatabases, 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 maximize 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 advise on new GIS technologies.

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

**DEPUTY DIRECTOR: INFORMATION TECHNOLOGY INFRASTRUCTURE AND SECURITY**

**LEVEL 11**

**SALARY: R 733 257.00 PER ANNUM (MMS PACKAGE)**

**CENTRE: DURBAN**

**(Reference Number: DD IMST 02/2020)**

**Requirements:** A three-year National Diploma or Degree in Information and Communication Technology (ICT) or Computer Science (NQF 7) (Formal tertiary qualifications from an accredited institution) and a minimum of 3 years management experience. Computer literacy in the office software packages. A valid driver's licence.

**Knowledge, Skills and Competencies:** Knowledge of Public Finance Management Act (PFMA), Knowledge of Public Service Act (PSA) and Public Service Regulations (PSR), Knowledge of the Promotion of Access to Information Act (PAIA) and the Electronic Communications and Transactions Act (ECT) and related legislature, Knowledge of Human Resource prescripts, Labour Relations Act, Skills Development Act, Knowledge of Archives Act, Knowledge of SITA Act and Regulations, Knowledge of Treasury Regulations, Knowledge of National Intelligence Agency IT guidelines, Public Service knowledge of COBIT, Knowledge of global information technology processes, Knowledge of computer hardware and software, Knowledge of computer operating systems

Strategic planning and management skills, financial management skills, time management skills, project/programme management skills, facilitation skills, research skills, problem solving skills, report writing skills, change management skills, communication skills, analytical thinking skills, people management and empowerment skills, influencing, interpersonal and conflict management skills, negotiation and decision making skills

Service orientated, ability to work under pressure, flexibility to work extra hours, team orientated, honesty, integrity, innovative, self-driven, assertiveness, confidentiality

**The successful candidate will perform the following Key Performance Areas:**

\*Manage IT Operations, Systems and Infrastructure, Manage IT Security and IT Business Continuity; \*Manage Networks, IT Security and IT Infrastructure projects; \*Manage IT procurement; \*Manage the provision of IT support services; \*Manage resources of the sub-directorate.

**Enquiries related to the above-mentioned post can be directed to: Ms C. Ramphal  
Tel. No. 031 336 5297.**

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

**SENIOR LEGAL ADMINISTRATION OFFICER**

**(CONTRACTS MANAGEMENT)**

**R 473 820 – R 1 140 828.00 PER ANNUM**

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

**CENTRE: DURBAN**

**Reference Number: SLAO 02/2020**

**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. 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 drafting of contracts and agreement and conduct legal evaluation of drafted contracts and other legal documents to ensure validity of contract; \*Ensure provisioning of functional legal advisory services to the department and its clients; \*Ensure compliance with housing project contracts concluded between the department and other parties; \*Draft specimen (pro-forma) project, service level agreements to ensure fulfilment of obligation; \*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: Mr TE Magagula at 033 845 2021.**



**CONTROL WORKS INSPECTOR (5 – year contract)**

**(LEVEL 10)**

**SALARY: R 470 040.00 pa**

**CENTRE: UMkhanyakude District**

**(Reference Number: CWI UD 02/2020)**

**Requirements:** Applicants must be in possession of Matric plus a National Diploma (T/N/S streams) or equivalent or N3 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 abovementioned posts can be directed to: Mr. WM Shange at 035 572 1038.**

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

**LEVEL (10)**

**SALARY: 470 040.00 pa**

**CENTRE: DURBAN**

**(Reference Number: CWI RHT 02/2020)**

**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. More than six years appropriate 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 1830.**

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

## **CLOSING DATE: 20 MARCH 2020**

### **NOTE**

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

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