



353-363 Dr Pixley Ka Seme Street, Murchies Passage, Eagle Building, Durban 4001, Private Bag X 54367, Durban 4000 Tel: 031 336 5213, Fax: 031 336 5141, Enquiries: Recruitment. Website: www.kzndhs.gov.za.

HRM VACANCY CIRCULAR NO. 2 OF 2023

Vacancies in the department of KZN Human Settlements

To all Employees within KZN Human Settlements/ Components/ Regional Offices/ Agencies/ Supervisors

1. Introduction

The aim of this circular is to distribute advertisements of vacancies within the the Province of KwaZulu-Natal.

2. Directions to applicants

Applications must be submitted individually in the prescribed NEW Z83 form, obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae, certified copies of relevant documents will be required on or before the date of the interview from shortlisted candidates. Faxed or electronic copies will not be considered. Candidates will be subjected to a vetting process.

It is the applicant's responsibility to have foreign qualifications assessed for equivalent by the South African Qualification Authority (SAQA)

Applications must indicate the reference number of the vacancy in their applications.

Applications that do not comply with the above- mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill post. Recommended candidates will be subjected to vetting prior to an offer of appointment being made. Candidates are expected to be contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application unsuccessful should you not be contacted within this period. Please note that further communication shall be restricted to those candidates who have been shortlisted.

Applications requiring additional information regarding an advertised post must direct their enquiries to person/s in the advertisement. The department reserves the right not to fill an advertised post(s). Department of Human Settlements in KZN is an equal opportunity employer and encourages applications from women and people with disabilities. Applicants within the KZN Human Settlements will be given priority.

Applications may be hand-delivered to 353-363 Dr Pixley Ka SemeStreet, Murchies Passage, Eagle Building, Durban, Ground Floor or posted to: The Head of Department, Department of Human Settlements, Private Bag x 54367, Durban 4000. For attention: Ms N Mungwe.

Closing Date: 17 March 2023.

3. Directions to all Heads of Departments/Components/Regions Offices/ Agencies/Supervisors.

The contents of this circular must be brought to the attention of all employees within the Province of KwaZulu-Natal.

**HEAD OF DEPARTMENT
KZN HUMAN SETTLEMENTS**

2/3/2023

DATE



KWAZULU-NATAL PROVINCE

HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA

PROJECT FACILITATOR: EMERGENCY HOUSING INTERVENTIONS (LEVEL 08)

**SALARY: R 331 188.00 PER ANNUM
(3-year contract)**

CENTRES: COASTAL REGION (4 posts) (Reference Number: PF CR 02/2023);

NORTHERN REGION (2 posts) (Reference Number: PF NR 02/2023);

INLAND REGION (2 posts) (Reference Number: PF IR 02/2023);

Amajuba District (1 post) (Reference Number: PF AD 02/2023)

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.

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.

The successful candidate will perform the following Key Performance Areas:

*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 related to the abovementioned posts can be directed to: Mr. VT Cele 033 392 6403 and Ms. T Ndimma 033 392 6484.

These posts are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

Should you wish to apply for more than one district/region, please use separate applications for each post. Reference numbers must be clearly indicated in each application.

**TECHNICAL SUPPORT OFFICER: EMERGENCY INTERVENTIONS
(2 posts)
(3 Months Contract)**

**(LEVEL 8)
SALARY: R 331 188.00 PER ANNUM
CENTRE: PIETERMARITZBURG**

(Reference Number: TSO 03/2023)

Requirements: Applicants must be in possession of a Degree/ National Diploma in Housing, Disaster Management and Built environment coupled with a minimum of two years relevant experience. A valid driver's license.

Knowledge, Skills and Competencies: Must have knowledge of disaster relief or response programmes; quality assessment skills; understanding of Emergency Housing Programme; Able to administer database and record keeping; Possess communication & stakeholder management skills, Project Management skills; Project finance management skills; intergovernmental relation skills; facilitation skills; Must be able to consolidate data; planning skills and be able to work under pressure; Willing to work extra hours.

The successful candidate will perform the following Key Performance Areas:

*Facilitate the daily up keep and running of Transitional Emergency Accommodation (TEA); *Liaise with various stakeholders to ensure full support on operation matters on TEAs*Contract monitoring for each TEA; *Record emergency housing enquiries; * Update Emergency Housing financial & non-financial monthly reports for each TEA; *Facilitate and track invoices for payments to service providers of each programme; *Facilitate Emergency Housing stakeholders workshops and meetings; *Implement structural monitoring tool for various disaster interventions; *Manage records of all TEAs occupants; *attend to queries and disputes from all TEAs.

Enquiries related to the above-mentioned post can be directed to Mr. V.T Cele on 033 392 6403.

CLOSING DATE: 17 MARCH 2023

NOTE : Applications must be submitted on the **New prescribed applications form signed Z83** (which must be originally signed and must be completed in full), accompanied by a detailed CV. 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).

Note: Applications not submitted on the fully completed new Z83 application forms will not be considered.

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 Ms. N Mungwe or hand-deliver to 353-363 Dr Pixley ka Seme Street, Murchison Passage, Eagle Building, Durban, Ground Floor.