



PROVINCIAL CIRCULAR

HRM VACANCY CIRCULAR NO. 08 OF 2022

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 department of human Settlements in the Province of KwaZulu-Natal.

2. Directions to applicants

Applications must be submitted individually in new prescribed Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive Curriculum Vitae. **Relevant qualifications, ID and a valid South African driver's license (where necessary) MUST be submitted on the day of the interview.** 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 Qualifications 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 the 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 enquires 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 Seme Street, 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: Mr. S.D Mthethwa.


Closing Date: 09 December 2022

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 KwaZulu-Natal Province.



**HEAD OF DEPARTMENT
KZN HUMAN SETTLEMENTS**



Date



KWAZULU-NATAL PROVINCE

**HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA**

**SENIOR STATE ACCOUNTANT: EXPENDITURE CONTROL
LEVEL 08
SALARY: R 331 188.00 PER ANNUM
CENTRE: DURBAN**

(Reference Number: SSA: EC 11/2022)

Requirements: Applicants must be in possession of a Degree/National Diploma in Financial Management or Accounting or related field with and Grade 12 certificate with Accounting or Mathematics, Minimum of 3-5-years financial accounting experience and computer literacy. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, PSA, Financial Manual); Knowledge of basic financial operating systems (PERSAL, BAS, etc.), Financial Administration/Accounting skills; Communication skills; Analytical skills; Writing and Time management skills; Organizing skills; Dedicated and able to work under pressure; Team oriented; Flexible and dynamic and willingness to learn.

Job knowledge: Interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of figures; Computer operating skills; Planning and organization; Language; Good verbal and written communication skills; Basic numeracy skills; Ability to perform routine tasks; Ability to operate office equipment.

The successful candidate will perform the following Key Performance Areas:

*Coordinate and oversee the payment processes and reconcile all payments as per prescribed delegation; *Authorize payments and journals on BAS, request payment stubs and attend to queries; Reconciliation of HSS and BAS transactions at the end of the week/ month; Authorize Subsistence and Travel claims on Persal; *Plan, monitor and assess personnel performance.

Enquiries related to the abovementioned post can be directed to: Mrs. NF Hlophe at 031 336 5431.

**SENIOR STATE ACCOUNTANT: ACCOUNTS CONTROL
LEVEL 08
SALARY: R 331 188.00 PER ANNUM
CENTRE: DURBAN**

(Reference Number: SSA: AC 10/2022)

Requirements: Applicants must be in possession of a Degree/National Diploma in Financial Management and Grade 12 certificate with Accounting or Mathematics, Minimum of 3-year financial accounting experience and computer literacy. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, PSA, Financial Manual); Knowledge of basic financial operating systems (PERSAL, BAS, etc.), Financial Administration/Accounting skills; Communication skills; Analytical skills; Writing and Time management skills; Organizing skills; Dedicated and able to work under pressure; Team oriented; Flexible and dynamic and willingness to learn.

Job knowledge: Interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of figures; Computer operating skills; Planning and organization; Language; Good verbal and written communication skills; Basic numeracy skills; Ability to perform routine tasks; Ability to operate office equipment.

The successful candidate will perform the following key Performance Areas:

*Clear the various suspense accounts that reflected on trial balance (Housing and Vote); *Ensure that all debts and deduction schedules are effectively maintained according to all applicable legislation and that all risk areas are identified and effectively attended to; *Prepare and submit reports in terms of PFMA & Treasury Regulations 17.1.2(c), (d), TR18.2 and Office of the Accountant General Practice Note 1; *Liaise with relevant stakeholders regarding interdepartmental expenditure & revenue in terms of Treasury Practice Notes and Regulations.

Enquiries related to the abovementioned post can be directed to: Mrs. NF Hlophe at 031 336 5431.

**CHIEF WORKS INSPECTOR: RENTAL HOUSING
(LEVEL 08)
SALARY: R 331 188.00 PER ANNUM
CENTRE: DURBAN**

(Reference Number: CWI RHT 10/2022)

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.

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 Area:

*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; * Analyze 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 related to the above-mentioned posts can be directed to: Mr. EL Khoza at 031 336 5278.

**HRD PRACTITIONER: SKILLS DEVELOPMENT
LEVEL 08
SALARY: R 331 188.00 PER ANNUM
CENTRE: DURBAN**

(Reference Number: HRD SD 11/2022)

Requirements: Applicants must be in possession of a Degree/National Diploma in Human Resource Management, Public Management and Grade 12 certificate. Minimum of 3-years Human Resource Development experience and computer literacy. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of Public Service Act, PFMA, Treasury Regulations, Labour Relations Act; Knowledge of Persal system; Knowledge of White Paper relevant to Human Resource Management, Skills Development Act and Skills Levies Act; Facilitation skills; Presentation skills; Report writing skills; Communication at all levels; Team building; Organizing skills; Planning; Ability to work under pressure; Flexibility to work extra hours; Team oriented; Goal oriented; Receptive to suggestions and ideas; Innovative and ability to lead.

The successful candidate will perform the following Key Performance Areas:

*Research policies, acts and legislation and draft/maintain appropriate policies for the department; *Provide support with regard to skills audit processes; *Collect and maintain information for WSP; *Coordinate skills programmes within the department; *Conducting information sessions within the department.

Enquiries related to the abovementioned post can be directed to: Mrs. QP Ngubane at 031 336 5138.

**COMPLAINTS OFFICER: RENTAL HOUSING
(LEVEL 07)
SALARY: R 269 214.00 PER ANNUM
CENTRE: DURBAN**

(Reference Number: CO RHT 10/2022)

Requirements: An appropriate National Diploma or National Diploma in Paralegal and Grade 12 certificate coupled with 1-2 years relevant administrative experience. Computer literacy. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of the Public Service Act; Knowledge of the Constitution of the Republic of South Africa; Knowledge of PFMA; Knowledge of Public Service Regulations; Knowledge of Public service reporting procedures and work environment; Knowledge of Rental Housing Tribunal Act; Knowledge of Housing Act; Knowledge of Sectional Title Act; Knowledge of Court Proceedings and procedures; Knowledge of Promotion of Administrative Justice Act; Knowledge of Promotion of Information Act; Knowledge of Regulations relating to unfair practices; Knowledge of Rental Housing procedure regulations; Financial management skills; Project management skills; Communication skills (written & verbal); Computer skills; Language skills; Listening skills; Analytical skills; Interviewing skills; Problem solving skills; Conflict resolution skills; Facilitation skills; Presentation skills; Research skills; Legal skills; Investigation skills; Negotiation skills; Driving; Influencing skills; Time management skills; Networking skills; Willing to learn and travelling; Team building; Independent; Client/customer focus (both internal & external); Work under pressure; Flexible and open to challenge; Service oriented; Integrity; Quick thinker.

The successful candidate will perform the following key Performance Areas:

*Receipt of complaints and counter-complaints from tenants and landlords concerning unfair practice; *Maintenance of complaints register for received and resolved complaints by Rental Housing Tribunal; *Prepares and issues Notices for parties to a dispute to appear before the Tribunal; *Attend to various enquiries from the members of the public.

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

ADMINISTRATIVE OFFICER: CONTRACTS MANAGEMENT

LEVEL 07

SALARY: R 269 214.00 PER ANNUM

CENTRE: DURBAN

(Reference Number: AO CM 10/2022)

Requirements: Applicants must be in possession of a National Diploma/Degree in Business Administration / Public Administration or any qualification with Contract Management and Grade 12 certificate coupled with a minimum of 3 years' experience in administration. Computer literacy. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge governs the operation of the Public Service; Knowledge of Contract ; Knowledge of Public Service Act and Regulations; Knowledge of National Housing Code; Knowledge of policies and practices; Knowledge of Office Administration; Computer literacy; Contract administration skills; Communication skills (written & verbal); Listening skills; Problem solving skills; Motivation skills; Driving skills; Able to work independently and with line functions; Able to make decisions independently; Client/ customer focus; Service oriented; Integrity; Innovative thinker; Transparent; Consultative; Ability to work with various programmes.

The successful candidate will perform the following Key Performance Areas:

*Provide administrative support to ensure contracts concluded between the department and other parties; *Provide support in preparation funding agreements, addenda, package the contracts agreement to ensure correctness, appropriateness of contract clause accordance of the project approval; *Liaise with the relevant stakeholder (parties) to disseminate information on housing projects contract; *Monitor the relevancy effectiveness of professional indemnity certificate and appropriateness of the contract clause; *Record and safekeeping of contracts document on proper storage.

Enquiries related to the above-mentioned post can be directed to: Mrs. ZZ Manqele at 031 336 5300.

WORKS INSPECTOR
(3-year contract)
(LEVEL 06)
SALARY: R 218 064.00 PER ANNUM
CENTRE: COASTAL REGION

(Reference Number: WI 10/2022)

Requirements: Applicants must be in possession of Matric plus a National Diploma in Built environment or equivalent or N3 and a passed trade test in built environment. 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:

*Render a basic inspection service of work done on minor new and existing structures on project a basis; *Analyze and compile relevant documentation for work to be done on minor new and existing structures; *Oversee the work of contractors; *Gather and submit information in terms of the extended public works programme (EPWP).

Enquiries related to the above-mentioned post can be directed to: Mr. MW Shange at 031 319 3627.

**ACCOUNTING CLERK: BANKING AND TAXATION
LEVEL 05**

SALARY: R 181 599.00 PER ANNUM

CENTRE: PIETERMARITZBURG

(Reference Number: AC: 11/2022)

Requirements: Applicants must be in possession of a Grade 12 certificate with Accounting and Mathematics, 1 –year financial accounting experience and computer literacy. Financial related qualification

Knowledge, Skills and Competencies: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Basic knowledge and insight of the Public Service Financial Legislations, procedures and Treasury Regulations (PFMA), PSA, Financial Manual); Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS); Computer operating skills; Planning and organization; Language; Good verbal and written communication skills; Basic numeracy skills; Ability to perform routine tasks; Ability to operate office equipment; Team work; Honesty and integrity; Reliability; Dedicated; Punctuality.

The successful candidate will perform the following Key Performance Areas:

*Render Financial Accounting transactions; *Perform Salary Administration support services; *Perform Bookkeeping support services; *Perform tax duties and administration duties.

Enquiries related to the above-mentioned post can be directed to: Ms. NE Mkhize at 033 392 6409.

CLOSING DATE: 09 DECEMBER 2022

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. **Relevant qualification, Identity document and a valid South African driver's license (where necessary) will be required on or before the date of the interview from shortlisted candidates.** 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 Mr. SD Mthethwa or hand-deliver to 353-363 Dr Pixley ka Seme Street, Murchison Passage, Eagle Building, Durban, Ground Floor.