



KWAZULU-NATAL PROVINCE

**HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA**

DIRECTOR: PROJECT MANAGEMENT LEVEL: 13

SALARY: R 1 105 383.00 PER ANNUM (ALL-INCLUSIVE PACKAGE)

CENTRE: COASTAL REGION

(Reference Number: D SHS 10/2022)

Requirements: Applicants must be in possession of Matric plus a Bachelor's Degree in Built Environment at NQF Level 7 as recognized by SAQA, coupled with a minimum of 5 years middle management experience in project management / built environment. The Department is looking for a Senior Manager who is competent, motivated and dynamic with ability to liaise effectively with internal and external stakeholders at all levels. Must have minimum entry requirement certificate to SMS (i.e. Nyukela). A valid driver's license.

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 of the Constitution of RSA; In depth knowledge of National Housing Code; Knowledge of administrative and management principles. Good strategic planning and organizing skills. Knowledge of Housing Act, PFMA, MFMA, Public Services Act, Knowledge of HR Practices; National Building regulations and Standard Acts, GIAMA, and Interpretation of relevant legislations. Knowledge of NHBRC; Knowledge of legal and operational compliance, public service reporting procedure and working environment. Computer skills; Programme and project management skills. Financial management skills. Problem solving skills. Change management skills; Diversity management skills; Presentation skills. Policy Formulation and interpretation skills. Research skills. Negotiation skills. Customer focus and responsive skills. Facilitation skills. Conflict management skills. Communication skills. Interpersonal Relations skills. Analytical skills. Computer literacy and change management skills. Public management skills; Service oriented; Ability to work under pressure; Flexible to work extra hours; Team work oriented; Goal oriented; Receptive to suggestions and new ideas; Open to challenges; Integrity and Honesty.

The successful candidate will perform the following Key Performance Areas:

*Facilitate the execution of the identified human settlement projects within the allocated district municipalities; *Manage and develop risk management strategies

associated with human settlement delivery; *Ensure adherence to the contract signed between the implementing agent and the department to comply with projects schedules; *Establish communication networks to assess the impact of human settlement delivery; *Manage effective utilization of financial and human resources in the region.

Enquiries related to the above post can be directed to: **Ms. L Kafle at 031 319 3738.**

**DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES
(LEVEL 11)**

**SALARY: R 766 584.00 PER ANNUM (MMS PACKAGE)
CENTRE: NORTHERN REGION**

(Reference Number: DD: SS 10/2022)

Requirements: Applicants must be in possession of a National Diploma/Degree in Public Management or equivalent qualification coupled with 3-5 years junior management experience. Computer literacy. A valid driver's license.

Knowledge, Skills and Competencies: Working knowledge of the Public Service; Knowledge of Public Service Regulations; Knowledge of Public Finance Management Act; Knowledge of Housing Policies and Regulations; Knowledge of Occupational Health and Safety Act; Knowledge of Road Traffic Act; Knowledge of White Paper in Housing; Knowledge of Project Management; Knowledge of the Constitution of South Africa; Knowledge of Promotion of Access of Information Act; Financial management skills; Communication skills (written & verbal); Project management skills; Conflict management skills; Facilitation skills; Interpersonal skills; Presentation skills; Research skills; Influencing skills; Motivation skills; Strategic thinking skills; Time management skills; Driving; Computer skills; Willingness to learn and travelling; Ability to work in a team building; Client/customer focus (both internal & external); Working under pressure; Work irregular hours; Flexible and open to challenges; Service oriented; Integrity; Quick thinker.

The successful candidate will perform the following key Performance Areas:

- *Provide office accommodation and other auxiliary support services in the region;
- *Provide transport services and records management services in the region;
- *Provide human resource administration support in the region; *Provide stores administration, procurement and financial services in the region; *Manage effective, efficient utilization of human resources of the sub-directorate.

Enquiries related to the abovementioned post can be directed to: Mr. ZS Mbonane at 035 874 8002.

**DEPUTY DIRECTOR: SUSTAINABLE HUMAN SETTLEMENTS
(OFFICE OF THE CHIEF DIRECTOR)**

(LEVEL 11)

SALARY: R 766 584.00 pa (MMS PACKAGE)

CENTRE: DURBAN

(Reference Number: DD SHS 10/2022)

Requirements: Applicants must be in possession of a National Diploma/Degree NQF 6 in the Built Environment field coupled with a minimum of 3-5 years junior management experience. A BTech (NQF7) and registration with a Professional body will be an added advantage. Computer literacy. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of Municipal functions; Knowledge of Housing Policies; Creative skills; Innovative skills; Strategic thinking skills; Computer literacy; Problem solving skills; Time management skills; Analytical skills; Management skills; Communication skills; Financial management skills; Decision making skills; Service oriented; Ability to work under pressure; Flexibility to work extra hours; Team oriented; Goal oriented; Quick thinker. Detailed knowledge of Construction Project Management.

The successful candidate will perform the following key Performance Areas:

Coordinate the preparation of Business and Operational Plans; *Monitor and report on achievement of targets in APP; * Manage strategic projects implemented by the Office; *Coordinate and integrate strategic activities of the Business Unit; *Facilitate the strategic partnership between the office and Department and its stakeholders; *Provide document tracking mechanism to ensure efficient inflow and outflow of information in the office; *Monitor and advice on performance trends to ensure achievement of the component objectives; *Control the utilization of resources in the office.

Enquiries related to the above post can be directed to: Ms. L Kafle at 031 319 3738.

This post is being re-advertised, applicants who previously applied are encouraged to reapply if they are still interested.

**PROJECT FACILITATOR
(LEVEL 10)**

SALARY: R 491 403.00 pa

**CENTRE: UMKHANYAKUDE District
(Reference Number: PF UMKH 10/2022)**

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. ZS Mbonane at 035 874 8002.

**PROJECT FACILITATOR
(LEVEL 10)**

SALARY: R 491 403.00 pa

CENTRE: uMzinyathi District

(Reference Number: PF UMZ 09/2022)

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. SMM Ngobese at 031 336 5300.

**PROJECT FACILITATOR
(LEVEL 10)
SALARY: R 491 403.00 pa
CENTRE: COASTAL REGION
(Reference Number: PF CR 10/2022)**

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, initiating 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. MW Shange at 031 319 3627.

**CHIEF WORKS INSPECTOR (2 posts)
(LEVEL 08)
SALARY: R 331 188.00 PER ANNUM
CENTRE: ETHEKWINI DISTRICT**

(Reference Number: CWI ETH 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. MW Shange at 031 319 3627.

**TOWN AND REGIONAL PLANNER (PRODUCTION) GRADE A (3- year contract)
(3 posts)
(OSD)**

**SALARY: R 646 854 – 696 834.00 PER ANNUM
CENTRE: ETHEKWINI DISTRICT**

(Reference Number: TRP ETH 10/2022)

Requirements: Applicants must be in possession of a B degree in Urban/Town and Regional Planning or relevant qualification. Three years post qualification Town and Regional Planning experience. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of programme and project management, Knowledge of Research and development, Knowledge of computer aided Applications, Knowledge of creating high performance culture, Technical and Professional consulting, Decision making skills, Team leadership, Analytical skills, Creativity, Self-management, Financial management skills, Communication skills, Computer literacy, Planning, Organizing and execution skills, People management skills, Problem solving and analysis, Customer focus and responsiveness, Ability to manage conflict, Insight, Change management, ability to work under pressure, Honest, Integrity, Ability to work extra hours.

The successful candidate will perform the following Key Performance Areas:

*Ensure the application of town and regional planning principles in land development;
*Office administration and budget planning; *Human capital development; *Research and development.

Enquiries related to the above post can be directed to: Mr. LG Biyela at 031 336 5403.

**TOWN AND REGIONAL PLANNER (PRODUCTION) GRADE A (3- year contract)
(OSD)**

SALARY: R 646 854 – 696 834.00 PER ANNUM

CENTRE: UMGUNGUNDLOVU DISTRICT

(Reference Number: TRP UMG 10/2022)

Requirements: Applicants must be in possession of a B degree in Urban/Town and Regional Planning or relevant qualification. Three years post qualification Town and Regional Planning experience. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of programme and project management, Knowledge of Research and development, Knowledge of computer aided Applications, Knowledge of creating high performance culture, Technical and Professional consulting, Decision making skills, Team leadership, Analytical skills, Creativity, Self-management, Financial management skills, Communication skills, Computer literacy, Planning, Organizing and execution skills, People management skills, Problem solving and analysis, Customer focus and responsiveness, Ability to manage conflict, Insight, Change management, ability to work under pressure, Honest, Integrity, Ability to work extra hours.

The successful candidate will perform the following Key Performance Areas:

*Ensure the application of town and regional planning principles in land development;
*Office administration and budget planning; *Human capital development; *Research and development.

Enquiries related to the above post can be directed to: Mr. LG Biyela at 031 336 5403.

**TOWN AND REGIONAL PLANNER (PRODUCTION) GRADE A (3- year contract)
(OSD)**

**SALARY: R 646 854 – 696 834.00 PER ANNUM
CENTRE: ILEMBE DISTRICT**

(Reference Number: TRP IL 10/2022)

Requirements: Applicants must be in possession of a B degree in Urban/Town and Regional Planning or relevant qualification. Three years post qualification Town and Regional Planning experience. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of programme and project management, Knowledge of Research and development, Knowledge of computer aided Applications, Knowledge of creating high performance culture, Technical and Professional consulting, Decision making skills, Team leadership, Analytical skills, Creativity, Self-management, Financial management skills, Communication skills, Computer literacy, Planning, Organizing and execution skills, People management skills, Problem solving and analysis, Customer focus and responsiveness, Ability to manage conflict, Insight, Change management, ability to work under pressure, Honest, Integrity, Ability to work extra hours.

The successful candidate will perform the following Key Performance Areas:

- *Ensure the application of town and regional planning principles in land development;
- *Office administration and budget planning; *Human capital development; *Research and development.

Enquiries related to the above post can be directed to: Mr. LG Biyela at 031 336 5403.

**TOWN AND REGIONAL PLANNER (PRODUCTION) GRADE A (3- year contract)
(OSD)**

**SALARY: R 646 854 – 696 834.00 PER ANNUMM
CENTRE: UMKHANYAKUDE DISTRICT**

(Reference Number: TRP UMK 10/2022)

Requirements: Applicants must be in possession of a B degree in Urban/Town and Regional Planning or relevant qualification. Three years post qualification Town and Regional Planning experience. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of programme and project management, Knowledge of Research and development, Knowledge of computer aided Applications, Knowledge of creating high performance culture, Technical and Professional consulting, Decision making skills, Team leadership, Analytical skills, Creativity, Self-management, Financial management skills, Communication skills, Computer literacy, Planning, Organizing and execution skills, People management skills, Problem solving and analysis, Customer focus and responsiveness, Ability to manage conflict, Insight, Change management, ability to work under pressure, Honest, Integrity, Ability to work extra hours.

The successful candidate will perform the following Key Performance Areas:

*Ensure the application of town and regional planning principles in land development;
*Office administration and budget planning; *Human capital development; *Research and development.

Enquiries related to the above post can be directed to: Mr. LG Biyela at 031 336 5403.

CHIEF GISc PROFESSIONAL GRADE A-B
(3- year contract)

(OSD)

SALARY: R 939 408 – 1 755 627.00 PER ANNUM
CENTRE: DURBAN

(Reference Number: CGIS 10/2022)

Requirements: Applicants must be in possession of a 4-year B Degree in GISc (NQF Level 7) or equivalent qualification, 6 years post qualification GISc professional experience required, valid driver's license, and compulsory registration with PLATO as a GISc Professional on appointment.

Knowledge, Skills and Competencies: Knowledge of programme and project management; Knowledge of GISc operational communication; Process knowledge and skill; Extensive knowledge of housing legislation and policies and development processes, Knowledge of spatial and modeling design and analysis; Change management; Knowledge management, Financial management; Strategic management and direction; Maintenance skills; Mobile equipment operating skills; Research and development skills; Technical consulting skills; Professional judgment; Computer literacy; Creativity; Team leadership; Analytical thinker; Flexible and open to challenges; Working under pressure.

The successful candidate will perform the following Key Performance Areas:

*Provide strategic management of the institutional GISc function; *Create policy making and institutional strategic guidance; *Conduct the research on standards, specification and service levels according to organizational objectives; *Provide the project and financial Management; *Build and maintain alliances and networks with key stakeholders; *Manage effective and efficient utilization of human and financial resources.

Enquiries related to the above post can be directed to: Mr. LG Bijela at 031 336 5403.

OR

GISc PROFESSIONAL GRADE A-C
(3- year contract)

(OSD)

SALARY: R 646 845 – 982 326.00 PER ANNUM
CENTRE: DURBAN

(Reference Number: GIS 11/2022)

Requirements: Applicants must be in possession of a 4-year B Degree in GISc (NQF Level 7) or equivalent qualification, 3 years post qualification GISc professional experience required, valid driver's license, and compulsory registration with PLATO as a GISc Professional on appointment.

Knowledge, Skills and Competencies: Knowledge of programme and project management; Knowledge of GISc, legal and operational compliance ; GISc implementation; Knowledge of standards development; Knowledge of policy formulation; Knowledge of GISc operational communication; Process knowledge and skills; Maintenance skills and knowledge; Knowledge of mobile equipment; Strategic management and direction; Problem solving and analysis; Decision making skills; Communication and listening skills; Computer literacy; Creativity; Team leadership; Financial management skills; Customer focus; Flexible and open to challenges; Working under pressure.

The successful candidate will perform the following Key Performance Areas:

*Provide strategic management of the institutional decision making; *Create policy making and institutional strategic guidance; *Conduct the research on standards, specification and service levels according to organizational objectives; *Provide the project and financial Management; *Policy making and institutional strategic guidance; *Manage effective and efficient utilization of human and financial resources.

Enquiries related to the above post can be directed to: Mr. LG Biyela at 031 336 5403.

**DEPUTY DIRECTOR: INTEGRATED PLANNING AND GIS (3- year contract)
(LEVEL 11)**

**SALARY: R 766 584.00 pa (MMS PACKAGE)
CENTRE: ETHEKWINI DISTRICT**

(Reference Number: DD ETH 10/2022)

Requirements: Applicants must be in possession of a Degree/National Diploma in Town and Regional Planning coupled with a minimum of 3 years junior management/ middle management experience. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of strategic planning; Knowledge of Planning legislation and process; Knowledge of Public service reporting and procedures and work environment; Knowledge of 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 skills; Report writing skills; Presentation skills; Facilitation skills; Financial management skills; Project management skills; Strategic planning skills; Communication skills; Application of policy; Research skills; Listening skills; Language skills; Computer skills; Time management skills; Motivation 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 travelling; Team building; Independent; Client/customer focus (both internal & external); Work under pressure; Flexible and open to challenge; Service orientated; Integrity; Quick thinker.

The successful candidate will perform the following key Performance Areas:

*Review of the 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 government in relation to integrated planning; *Research, develop and implement policies and procedures for the sub-directorate; *Manage effective and efficient utilization of human and financial resources.

Enquiries related to the above post can be directed to: Mr. LG Biyela at 031 336 5403.

**DEPUTY DIRECTOR: INTEGRATED PLANNING AND GIS (3- year contract)
(LEVEL 11)
SALARY: R 766 584.00 pa (MMS PACKAGE)
CENTRE: UTHUKELA DISTRICT**

(Reference Number: DD IP 10/2022)

Requirements: Applicants must be in possession of a Degree/National Diploma in Town and Regional Planning coupled with a minimum of 3 years junior management/middle management experience. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of strategic planning; Knowledge of Planning legislation and process; Knowledge of Public service reporting and procedures and work environment; Knowledge of 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 skills; Report writing skills; Presentation skills; Facilitation skills; Financial management skills; Project management skills; Strategic planning skills; Communication skills; Application of policy; Research skills; Listening skills; Language skills; Computer skills; Time management skills; Motivation 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 travelling; Team building; Independent; Client/customer focus (both internal & external); Work under pressure; Flexible and open to challenge; Service orientated; Integrity; Quick thinker.

The successful candidate will perform the following key Performance Areas:

*Review of the 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 government in relation to integrated planning; *Research, develop and implement policies and procedures for the sub-directorate; *Manage effective and efficient utilization of human and financial resources.

Enquiries related to the above post can be directed to: Mr. LG Biyela at 031 336 5403.

**DEPUTY DIRECTOR: INTEGRATED PLANNING AND GIS (3- year contract)
(LEVEL 11)**

**SALARY: R 766 584.00 pa (MMS PACKAGE)
CENTRE: UMZINYATHI DISTRICT)**

(Reference Number: DD UMZ 10/2022)

Requirements: Applicants must be in possession of a Degree/National Diploma in Town and Regional Planning coupled with a minimum of 3 years junior management/ middle management experience. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of strategic planning; Knowledge of Planning legislation and process; Knowledge of Public service reporting and procedures and work environment; Knowledge of 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 skills; Report writing skills; Presentation skills; Facilitation skills; Financial management skills; Project management skills; Strategic planning skills; Communication skills; Application of policy; Research skills; Listening skills; Language skills; Computer skills; Time management skills; Motivation 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 travelling; Team building; Independent; Client/customer focus (both internal & external); Work under pressure; Flexible and open to challenge; Service orientated; Integrity; Quick thinker.

The successful candidate will perform the following key Performance Areas:

*Review of the 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 government in relation to integrated planning; *Research, develop and implement policies and procedures for the sub-directorate; *Manage effective and efficient utilization of human and financial resources.

Enquiries related to the above post can be directed to: Mr. LG Biyela at 031 336 5403.

GISc TECHNICIAN (PRODUCTION) GRADE A (3- year contract)
(2 posts)
(LEVEL OSD)
SALARY: R 326 031 – 347 925.00 pa
CENTRE: DURBAN

(Reference Number: GIS TECH 10/2022)

Requirements: Applicants must be in possession of a National Diploma in GISc, Cartography or relevant qualification plus a 3-year post qualification Technical (GISc) experience. Compulsory registration with PLATO as a GISc Technician. A valid driver's license.

Knowledge, Skills and Competencies: Understanding of GIS applications and spatial data queries; Theory, principles and practices of GISc standards; Knowledge and capabilities of different GISc software's; Understanding of technologies such as GPSc, Photogrametry and Remote Sensing; Knowledge of GISc software applications; Knowledge of GISc software customizations; Knowledge of projections; Knowledge of principles of cartography; Problem solving and analysis; Creativity; Self-management; Customer service; Communication and interpersonal skills; Advanced computer skills; Planning, organizing and execution skills; Language proficiency; Project management.

The successful candidate will perform the following key Performance Areas:

*Perform technical GISc activities; *Maintain GISc unit effectiveness; *People management; *Functional requirement analysis.

Enquiries related to the abovementioned posts can be directed to: Mr S Mthembu at 031 336 5359.

OR

**CANDIDATE GISc TECHNICIAN (3- year contract)
(2 posts)
(LEVEL OSD)**

**SALARY: R 280 926.00 pa
CENTRE: DURBAN**

(Reference Number: GIS T 09/2022)

Requirements: Applicants must be in possession of a National Diploma in GISc, Cartography or relevant qualification. Registration with PLATO as a GISc Technician. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of Geo-database implementation; Knowledge of GISc standards; Understanding of GISc applications and spatial data; Knowledge of theory, principles and practices of GISc; Knowledge of GISc software applications; Knowledge of GISc software customizations; Basic understanding of technologies such as GPS, Photogrammetry and Remote Sensing; Knowledge of projections; Knowledge of principles of cartography; Advanced computer skills; Planning, organizing and execution skills; Language proficiency.

The successful candidate will perform the following key Performance Areas:

- *Perform GISc activities to improve spatial decision making for problem solving;
- *Maintain GISc unit Effectiveness; *Research and development.

Enquiries related to the abovementioned posts can be directed to: Mr S Mthembu at 031 336 5359.

**ASSISTANT DIRECTOR: POLICY AND PRODUCT DEVELOPMENT
(LEVEL 10)**

CENTRE: DURBAN

SALARY: R 491 403.00 pa

(Reference Number: AD PD 10/2022)

Requirements: Applicants must be in possession of a Bachelor's degree/National Diploma in Development studies or Social Sciences coupled with 3 years relevant work experience in research or policy development. Computer literacy. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of Human Settlements policies and legislation; Understanding of research processes and Human Settlements development processes; Understanding local government systems and structures as they relate to the Constitutional mandate of Municipalities to plan and develop Human Settlements; Interpretation skills; Research skills; Analytical and innovative thinker; Policy development and review skills; Project management skills; Communication skills; Presentation skills; Report writing skills; Organizational skills; Basic budgeting and planning skills; Innovative thinker; Open and transparent; Professional; Consultative; Team orientation; Dynamic; Articulate and well spoken.

The successful candidate will perform the following key Performance Areas:
*Undertake research on Housing Policy and related matters; *Develop Provincial Policy and guidelines;*Promoting the provinces Housing Needs Register and Housing Allocations Policy; *Communication of Policy to stakeholders; *Undertake monitoring, evaluation and analysis of National and Provincial and Housing Policies; *Provide guidance and advice on Housing Policy; *Supervision of staff.

Enquiries related to the abovementioned posts can be directed to: Ms. D Duval at 031 336 5363.

This post is being re-advertised, applicants who previously applied are encouraged to reapply if they are still interested.

**DEPUTY DIRECTOR: HUMAN RESOURCE STRATEGIES AND SYSTEMS
(LEVEL 11)
SALARY: R 766 584.00 pa (MMS PACKAGE)
CENTRE: DURBAN**

(Reference Number: DD HRP 10/2022)

Requirements: Applicants must be in possession of an undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management / Public Management / Public Administration / Industrial and Organizational Psychology coupled with 3-5 years junior management relevant experience. Computer literacy. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of Public sector; Knowledge of PFMA; Knowledge of HRM prescripts; Knowledge of Labour Relations Act; Knowledge of Employment Equity Act; Knowledge of Basic Conditions of Employment Act; Understanding of policy research analysis and development processes; Computer Based HRM Information Systems; Ability to interpret and Apply Policy; Creative thinking; Time management skills; Analytical skills; Management skills; Communication skills; Financial management skills; Service oriented; Ability to work under pressure; Flexibility to work extra hours; Team oriented; Goal oriented; Quick thinker.

The successful candidate will perform the following key Performance Areas:

*Manage the formulation of all strategies, policies, plans and systems aligned to National and Provincial Human Resource Strategies and facilitate implementation thereof; *Provide professional advice and guidelines to the Department on policy matters which support sound decision-making process; *Manage the enhancement of Human Capital capacity on human resource plans, policies and strategies to deliver and achieve departmental goals and objectives; *Facilitate and ensure that departmental systems and processes support the implementation of human resource plans, policies and strategies; Manage human, financial, physical resources of the component; *Review HR policy; *Conduct HR policy audit to ensure compliance with the legislation framework.

Enquiries related to the above post can be directed to: Ms. N Mungwe at 031 336 5440.

This post is being re-advertised, applicants who previously applied are encouraged to reapply if they are still interested.

ASSISTANT DIRECTOR: STRATEGIC PLANNING
(3- year contract)

Level 09

SALARY: R 393 711.00 PER ANNUM

CENTRE: PIETERMARITZBURG

(Reference Number: ASD SP 10/2022)

Requirements: National Senior Certificate plus an appropriate National Diploma (NQF level 6) or bachelor's degree (NQF level 7) in Public Management & Governance/ Public Administration/Social Science/Business Administration or relevant qualification as recognized by SAQA coupled with a minimum of 3-5 years' experience in strategy, governance; policy and strategic and operational planning. Computer literacy. A valid driver's licence. Exposure in policy and systems development will be an added advantage.

Knowledge, Skills and Competencies: Knowledge of the Constitution of the Republic of South Africa; Knowledge of Public Service Act, 1994; the Public Service Regulations 2001; Public Finance Management Act, 1999 and Treasury Regulations Knowledge of government planning policies and frameworks. Knowledge of Strategic planning, budgeting and reporting. Effective communication (verbal and written) and strong interpersonal skills will be a prerequisite. Good project management, financial, analytical and strategic thinking skills. Planning and policy coordination, Computer literacy skills, research and presentation skills, report writing and facilitation skills. Ability to work independently and with line functions.

The successful candidate will perform the following duties:

Implement planning procedures which are based on national/provincial legislative and policy imperatives. Assist with the facilitation and coordination of the departmental strategic planning processes. Assist with the co-ordination and development of the departmental Strategic Plans, Annual Performance Plans, and Annual Operational Plans. Provide technical support and guidance to the department on planning processes, policy review and development, and implementation of policies. Participate in the departmental and provincial government planning processes and coordinate the development and maintenance of strategic policy frameworks of the Department. Provide administrative support to the Strategic Planning unit. Ensure the effective utilization of resources of the component.

Enquiries related to the above-mentioned post can be directed to: Ms. N Ramnarain at 033 845 2124.

CHIEF DIRECTOR: STRATEGIC AND BUDGETARY SERVICES
(3-year contract)

(LEVEL 14)

SALARY: R 1 308 051 – 1 563 948.00PER ANNUM (All-inclusive package)
CENTRE: DURBAN

(Reference Number: CD BS 10/2022)

Requirements: Applicants must be in possession of a Degree at NQF Level 7 as recognized by SAQA in Financial Management/ Economics/ Commerce coupled with a minimum of 5 years relevant senior management experience. Must have minimum entry requirement certificate to SMS (i.e. Nyukela). A valid driver's license.

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 generic managerial competency assessments (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.

Knowledge, Skills and Competencies: Knowledge of the Constitution of the RSA, Work experience and working knowledge of Promotion of Administrative Justice Act; Knowledge of Public Service Act; Public Service Regulations; Transformation of the Public Service (White Paper), PFMA and Treasury Regulations; HR best practices and HR Systems. Computer literacy; Ability to work under-pressure; Flexibility to work after hours; Teamwork orientated. Experience with maintaining open and negotiation relationships with the Office of the Auditor-General. Knowledge and work experience in Strategic Planning (multi-years) and managing discipline procedures & productivity. Strategic and operational planning skills; Report writing skills; Time management; Analytical skills; Leadership skills; Management skills; Communication skills; Conflict management skills; Negotiation skills; Decision making skills.

The successful candidate will perform the following Key Performance Areas:

*Preparation of financial statements (Vote) x 4, (modified cash standard);
*Preparation of Housing Fund financial statements x 2, (GRAP); *Assist the Chief Financial Officer in the strategic planning; Coordination of key deliverables within the Financial management unit; *Coordinate in external auditing processes of Vote and Housing Fund.

Enquiries related to the above-mentioned post can be directed to: Ms. S Pillay at 033 392 6400.

**DIRECTOR: MONITORING AND EVALUATION
LEVEL: 13**

SALARY: R 1 105 383.00 PER ANNUM (ALL-INCLUSIVE PACKAGE)

CENTRE: PIETERMARITZBURG

(Reference Number: D ME 11/2022)

Requirements: Applicants must be in possession of Matric plus a Bachelor's Degree in Public Management at NQF Level 7 as recognized by SAQA, coupled with a minimum of 5 years middle management experience in monitoring and evaluation environment. Must have minimum entry requirement certificate to SMS (i.e. Nyukela). Computer literacy. A valid driver's license.

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: In depth knowledge of the PFMA; Understanding of Human Settlements policies especially the Code and BNG; Knowledge of Building Structures; Knowledge of Infrastructural services; Extensive knowledge of housing delivery and development processes; Extensive knowledge of housing legislation, policy development and implementation; Analytical skills; Financial management and operating TQM; Strategic thinking skills; Good management skills; Facilitation skills; Strategic planning skills; Service oriented; Ability to work under pressure; Flexible to work extra hours; Team work oriented; Goal oriented; Receptive to suggestions and new ideas; Open to challenges; Integrity and Honesty.

The successful candidate will perform the following Key Performance Areas:

*Advice the department on the project status and remedial strategies including at least progress against milestones and spending against budget; *Evaluate the performance of projects against their initial objectives; *Do quality assurance of the housing process; *Manage the effective utilization of resources of the directorate.

**Enquiries related to the above post can be directed to: Ms. RD Soodeyal at
031 336 5318.**

DIRECTOR: SOCIAL HOUSING AND CRU (3- year contract)
SALARY PACKAGE: 1 105 383.00 pa (All-inclusive package)
CENTRE: DURBAN

(Reference Number: D: CRU 11/2022)

Requirements: Applicants must be in possession of Matric plus a Bachelor's Degree in Built Environment at NQF Level 7 as recognized by SAQA, coupled with a minimum of 5 years middle management experience in Social & rental housing/ Human settlements environment. Must have minimum entry requirement certificate to SMS (i.e. Nyukela). A valid driver's license.

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. Knowledge of legislation and policies governing the human settlements/ property development sector. 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 the hostel redevelopment program in the province; *Ensure the successful implementation of new CRU projects; *Ensure the co-ordination of the upgrade projects and conversion to community residential units; *Oversee the hostel upgrade projects and processing of financial claims; *Ensure the reconciliation of funds transferred to municipalities and other stakeholders' vs actual work done; *Facilitate the implementation of social facilitation on existing CRU developments through education, development of management committees, etc.; *Ensure the implementation of Tenant Induction workshops pre and post occupation; *Manage development and accreditation of sustainable social housing institutions; *Ensure that all necessary documentation for social housing is compiled and the projected delivery targets are achieved in line with the Annual Performance Plan; *Provide effective and efficient utilization of human and financial resources of the directorate.

Enquiries for this post must be directed to: Ms L Kafile at 031 319 3738.

DEPUTY DIRECTOR: SOCIAL HOUSING
(3-year contract)

(LEVEL 12)

SALARY: R 908 502.00 pa

CENTRE: DURBAN

(Reference Number: DD SH 11/2022)

Requirements: Applicants must be in possession of a National Diploma/Degree in Real Estate, Public Administration, Human Settlement development coupled with 3-5 years junior management experience. Computer literacy. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of the Constitution of RSA; In depth knowledge of National Housing Code; Knowledge of Rental Act; Knowledge of White Paper on housing; Knowledge of Sectional Title Act; Knowledge of Prevention of Illegal Eviction and Unlawful Occupation of Land Act; Knowledge of Housing Development Act; Knowledge of Development of Facilitation Act; Knowledge of National Housing Act; Knowledge of Provincial Housing Legislation and policies; Knowledge of PFMA and MFMA and Treasury Regulations; Knowledge of Breaking New Ground Housing vision, 2004; Knowledge of Section 21 companies & private act; Knowledge of Communal Property Associations Act 28 of 1996; Knowledge of Public Service Regulations; Knowledge of HR Practices; Knowledge of Public Service Code; Knowledge of Labour Relations Act; Project management skills; Financial management skills; Strategic planning skills; Problem solving skills; Presentation skills; Listening skills; Analytical thinking; Motivation skills; Conflict management skills

The successful candidate will perform the following key Performance Areas:

*Oversee the registration and accreditation of social housing institutions; * Provide support on the development of business plans and relevant training to institutions including the facilitation of transforming old hostels into CRUs; *Coordinate and oversee funding for social housing projects and manage the social housing institutions database; * Render facilitation services in existing and new CRU and Social Housing developments; *Manage the effective and efficient utilization of resources of the sub-directorate, *Be prepared to work outside ordinary working hours.

Enquiries related to the above post can be directed to: Ms. NO Njotini at 031 319 3696.

Please note that the requirements of this post have been amended.

**DEPUTY DIRECTOR: INFORMATION TECHNOLOGY INFRASTRUCTURE AND SECURITY
LEVEL 11**

**SALARY: R 766 584.00 PER ANNUM (MMS PACKAGE)
CENTRE: DURBAN**

(Reference Number: DD IT 11/2022)

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 license.

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: Mrs RD Soodeyal at 031 336 5318.

CLOSING DATE: 02 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.