



human settlements
Department:
Human Settlements
PROVINCE OF KWAZULU-NATAL

CANDIDATE CONSTRUCTION PROJECT MANAGER (FIVE YEAR CONTRACT)

SALARY: R549 639 per annum. [Salary is OSD-related]

CENTRE: UThukela District (Reference Number: CCMP: UTH/03/ 2018)

REQUIREMENTS: An Honour's Degree in the Built Environment field of study OR a B-Tech Qualification (Built environment field) with a minimum of one year relevant experience or National Higher Diploma (Built environment field) with a minimum of eighteen months relevant experience or National Diploma (Built environment field) with a minimum of two years' relevant experience. A valid driver's license. Compulsory registration with SACPCMP as a Candidate Construction Project Manager on appointment.

KNOWLEDGE, SKILLS AND COMPETENCIES: Knowledge of project management principals and methodologies. Knowledge of legal compliance with building industry norms and standards. Computer aided engineering applications. Solutions-orientated. Decision making skills. Analytical skills. Computer skills. Planning and organising. Problem solving and analysis. Project management skills. Research and development skills. Technical report writing. Networking. Creativity. Organising skills. Communication skills. Self-management. Customer focus and responsiveness. Interpersonal skills. Team work.

KEY PERFORMANCE AREAS: Manage and co-ordinate all aspects of projects under the supervision of a Construction Project Manager:- Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Construction Project Manager; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; Effectively apply methodology and enforce project standards to minimize risk on projects; and Conduct integrated project planning with relevant local and district stakeholders. Project accounting and financial management:- Report project progress to Project Manager; and Manage project budget and resources in consultation with Project Manager. Office Administration:- Provide inputs to Construction Project Manager with tender administration; Liaise and interact with service providers, client and management under the guidance of the Construction Project Manager; Contribute to the human resources and related activities; Maintain record management systems and architectural library; Utilise resources. Research and Development:- Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and Liaise with relevant bodies/councils on project management.

OR

PROFESSIONAL CONSTRUCTION PROJECT MANAGER (FIVE YEAR CONTRACT)

SALARY: GRADE A TO C: R637875.00 – R977883.00 [Salary is OSD-related]

CENTRE: UThukela District (Reference Number: PCPM: UTH/03/ 2018)

REQUIREMENTS: National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience as a Professional Construction Project Manager, OR a BTech (Built Environment field) with a minimum of 4 years certified managerial experience, OR an Honours degree in any Built Environment field with a minimum of 4 years relevant experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. A valid driver's license.

KNOWLEDGE, SKILLS AND COMPETENCIES: Knowledge of Human Settlement policies and legislation, programme management skills, project management principles and methodologies, knowledge of research and development, computer aided engineering applications, knowledge of legal compliance with building industry norms and standards, technical report writing, creating a high performance culture, technical consulting and professional judgement. Decision making skills. Team leadership skills. Analytical skills. Creativity skills. Self-management skills. Project-related financial management skills. Customer focus and responsiveness. Communication skills. Computer literacy. Planning and organising skills. Conflict management skills. Problem solving and analysis. People management skills. Knowledge of Public Finance Management Act, Municipal Finance Management Act, Supply Chain Management Regulations and procurement processes. Knowledge of Contract Management and Contract Administration.

KEY PERFORMANCE AREAS: Manage and co-ordinate all aspects of projects in terms of:- Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management in terms of:- Report project progress to the Chief Construction Project Manager, and Manage the projects' budgets and resources. Office Administration in terms of:- Provide inputs to other professionals with tender/procurement administration; Liaise and interact with service providers, clients and management; Contribute to human resources and related activities; Maintain the record management system and the architectural library; and Utilize resources allocated effectively. Research and Development in terms of:- Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and Liaise with relevant bodies/ councils on project management.

Enquiries related to the above mentioned posts can be directed to: Mr TE Magagula at 033 845 2021.

CANDIDATE CONSTRUCTION PROJECT MANAGER (FIVE YEAR CONTRACT)

SALARY: R549 639 per annum. [Salary is OSD-related]

CENTRE: UMKHANYAKUDE DISTRICT (REF: CCPM: UMK/04/ 2018)

REQUIREMENTS: An Honour's Degree in the Built Environment field of study OR a B-Tech Qualification (Built environment field) with a minimum of one year relevant experience or National Higher Diploma (Built environment field) with a minimum of eighteen months relevant experience or National Diploma (Built environment field) with a minimum of two years' relevant experience. A valid driver's license. Compulsory registration with SACPCMP as a Candidate Construction Project Manager on appointment.

KNOWLEDGE, SKILLS AND COMPETENCIES: Knowledge of project management principals and methodologies. Knowledge of legal compliance with building industry norms and standards. Computer aided engineering applications. Solutions-orientated. Decision making skills. Analytical skills. Computer skills. Planning and organising. Problem solving and analysis. Project management skills. Research and development skills. Technical report writing. Networking. Creativity. Organising skills. Communication skills. Self-management. Customer focus and responsiveness. Interpersonal skills. Team work.

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KNOWLEDGE, SKILLS AND COMPETENCIES: Knowledge of Human Settlement policies and legislation, programme management skills, project management principles and methodologies, knowledge of research and development, computer aided engineering applications, knowledge of legal compliance with building industry norms and standards, technical report writing, creating a high performance culture, technical consulting and professional judgement. Decision making skills. Team leadership skills. Analytical skills. Creativity skills. Self-management skills. Project-related financial management skills. Customer focus and responsiveness. Communication skills. Computer literacy. Planning and organising skills. Conflict management skills. Problem solving and analysis. People management skills. Knowledge of Public Finance Management Act, Municipal Finance Management Act, Supply Chain Management Regulations and procurement processes. Knowledge of Contract Management and Contract Administration.

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Enquiries related to the above mentioned posts can be directed to: Mr ZS Mbonane at 035 874 8003

**DEPUTY DIRECTOR: IT BUSINESS SOLUTIONS
LEVEL 11
SALARY PACKAGE: R 657 558. 00 PER ANNUM
CENTRE: DURBAN**

(Reference Number: DD IT 04/2018)

Requirements: Applicants must be in possession of a Degree/ National Diploma in Information Technology Management/Financial Information Systems coupled with 3-5 years' management experience. A valid driver's license is essential.

Knowledge, Skills and Competencies: Knowledge of the Constitution of SA, Knowledge of Public Service, knowledge of Public Service Regulations, Knowledge of PFMA, Knowledge of Promotion of Information Act, Extensive knowledge of the global Information Technology processes, Knowledge of SITA Act, Knowledge of Human Resource Prescripts, Knowledge of computer hardware and software, Knowledge of computer operating system, Knowledge of Labour Relations Act, Knowledge of Skills Development Act, Knowledge of Archive Act, Public Service knowledge of COBIT, ITLL and ISO, Knowledge of National Intelligence Agency, Knowledge of Treasury Regulations, Strategic Planning Skills, Advanced Computer Skills, Time Management, Communication Skills(verbal & written), Conflict Management Skills, Interpersonal Relations, Financial Management Skills, Decision Making Skills, Chairing Meeting, Service Orientation, Ability to work under pressure, Flexibility to work extra hours, Team Orientated, Honest, Integrity, Innovative Thinker, Self-driven, Assertiveness, Confidentiality.

The successful candidate will perform the following key Performance Area:

*Analyse and develop information communication technology business solutions of the Department to support the department's service delivery;*Ensure alignment of systems with National System;*Develop and test information communication technology to ensure efficient implementation thereof;*Provide support service and training in the application of information communication technologies systems;*Manage effective and efficient utilization of human and financial resource of the sub-directorate.

Enquiries related to the abovementioned post can be directed to: Ms. C. Ramphal at 031 336 5297.

**ASSISTANT DIRECTOR: SOCIAL HOUSING & CRU (2 POSTS)
LEVEL 09
SALARY: R 334 545.00 PER ANNUM**

(Reference Number: AD CRU/03/2018)

Requirements: Applicants must be in possession of a Degree/National Diploma in Built Environment field of study coupled with 3-5 years relevant experience. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of the Constitution of SA, Knowledge of Public Service, knowledge of Public Service Regulations, Extensive knowledge of policies and Legislations, Understanding of research analysis and development processes, Understanding housing development and local government systems and structures, knowledge of Human Resource Management, Knowledge of Financial Management, Interpretation Skills, Research Skills, Analytical and innovative thinker, Policy development and improvement orientation, Project management skills, Communication skills, Presentation skills, Supervisory skills, Organizational skills, Basic budgeting and planning skills, Innovative thinker, Professional, Consultative, Team orientation, Well spoken.

The successful candidate will perform the following key Performance Area:

*Provide reports on social facilitation support for the Social Housing and Community Residential Unit projects; *Conduct regular meetings with professionals and community leadership; *Communicating the projects processes and progress to the relevant stakeholders; *Facilitate and undertake beneficiary administration; *Provide social workers for cases that need special attention within projects; *Consolidating a social compact determining the needs analysis in thus guiding to what product is needed; *Putting together a submission on project need basis; Facilitate communication and participation/inclusion of residents throughout the processes; *Co-ordinate all communication of project execution with community structures on an on-going basis; *Conducting a series of information and planning workshops with the community; *Manage the Social challenges faced by the Department's tenants; *Identify and take corrective measures of the tenants in need of assistance; *Education, training and capacitation of communities; *Alignment and protection of vulnerable groups; *Ensure the Department's strategic objectives are fulfilled by partnering with relevant stakeholders.

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

ASSISTANT DIRECTOR: SOCIAL HOUSING & CRU (1 POST)
LEVEL 09
SALARY: R 334 545.00 PER ANNUM

(Reference Number: AD CRU/04/2018)

Requirements: Applicants must be in possession of a Degree/National Diploma in Social Sciences/ Public Management coupled with 3-5 years relevant experience. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of the Constitution of SA, Knowledge of Public Service, knowledge of Public Service Regulations, Extensive knowledge of policies and Legislations, Understanding of research analysis and development processes, Understanding housing development and local government systems and structures, knowledge of Human Resource Management, Knowledge of Financial Management, Interpretation Skills, Research Skills, Analytical and innovative thinker, Policy development and improvement orientation, Project management skills, Communication skills, Presentation skills, Supervisory skills, Organizational skills, Basic budgeting and planning skills, Innovative thinker, Professional, Consultative, Team orientation, Well spoken.

The successful candidate will perform the following key Performance Area:

- *Oversee the use of state funds in housing projects; *Attend planning stage meetings;
- *Assess and process applications for stage 1 funding submitted by Municipalities;
- *Consulting with local government with a view to develop social housing stock with the framework of the IDP of the area within which they operate; *Monitoring of progress in terms of the grant allocation process; *Preparation and submission of project preparatory feasibility specify project capital grant and borrowing requirements;
- *Preparing submissions to obtain approval of feasibility study by Provincial Housing Development and National Housing Foundation Corporation.

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

ASSISTANT DIRECTOR: SOCIAL HOUSING & CRU (1 POST)

LEVEL 09

SALARY: R 334 545.00 PER ANNUM

(Reference Number: AD CRU/05/2018)

Requirements: Applicants must be in possession of a Degree/National Diploma in Social Sciences/Public Management coupled with 3-5 years relevant experience. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of the Constitution of SA, Knowledge of Public Service, knowledge of Public Service Regulations, Extensive knowledge of policies and Legislations, Understanding of research analysis and development processes, Understanding housing development and local government systems and structures, knowledge of Human Resource Management, Knowledge of Financial Management, Interpretation Skills, Research Skills, Analytical and innovative thinker, Policy development and improvement orientation, Project management skills, Communication skills, Presentation skills, Supervisory skills, Organizational skills, Basic budgeting and planning skills, Innovative thinker, Professional, Consultative, Team orientation, Well spoken.

The successful candidate will perform the following key Performance Area:

*Allocate tasks and projects in relation to the maintenance of existing and new works;
*Monitor the progress and expenditure on current maintenance of existing and minor new works projects; *Attend monthly progress meetings with relevant stakeholders;
*Ensure that the Works Control System is updated, provide report and estimates and recommend and monitor expenditure and payments; *Ensure accuracy of tender documents, specifications and bills of quantities; *Ensure effective contract administration through the resolution of disputes.

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

**DIRECTOR: POLICY/PRODUCT DEVELOPMENT (5 YEAR CONTRACT)
(LEVEL 13)
SALARY: R 948 174 PER ANNUM (All-inclusive package)
CENTRE: PIETERMARTZBURG**

(Reference Number: D PD 03/2018)

Requirements: Applicants must be in possession of a Degree at NQF Level 7as recognised by SAQA in Public Management /Public Administration or related field coupled with a minimum of 5 years middle management experience. A valid driver's licence is essential.

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 DPISA competency based assessments). The competency assessment will be testing generic managerial competencies using mandated DPISA SMS competency assessment tool.

Knowledge, Skills and Competencies: Knowledge of the Constitution of the RSA, Knowledge of Public Service Act, knowledge of Public Service Regulations, Knowledge of National Housing Code, In-depth knowledge of Housing Act, Knowledge of PFMA and MFMA, Knowledge of Breaking New Ground Housing Vision 2004, Knowledge of NHBRC, Knowledge of National Building Regulations and Building Standard Act, Knowledge of HR Practices, Knowledge of Policy Formulation and Development, Knowledge of Research Processes, Knowledge of Legal and Procedures, Computer Skills, Financial Management Skills, Project Management, Strategic Planning, Interpretation Skills, Presentation Skills, Leadership Skills, Policy Formulation, Service Orientated, Ability to work under pressure, Integrity, Professional, Honest, Team work Orientated.

The successful candidate will perform the following key Performance Area:

*Define research score and strategies to enhance housing delivery in the province;*Ensure develop housing policies, procedures in line with the National guidelines and all relevant prescripts;*Advise the department on the evaluation of policies and repeal thereof;* Provide on-going evaluation and assessment of policies and procedures;*Manage the effective and efficient utilization of human and financial resource of the directorate.

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

ASSISTANT DIRECTOR: PRODUCT/ POLICY DEVELOPMENT (1 POST)
LEVEL 09
SALARY: R 334 545. 00 PER ANNUM
CENTRE: DURBAN

(Reference: AD PD 04/2018)

Requirements: Applicants must be in possession of a national Diploma in Public Management /Public Administration OR related field coupled with 3-5 years' related experience. A valid driving license is essential.

Knowledge, Skills and Competencies: Knowledge of the Constitution of SA, Knowledge of Public Service, knowledge of Public Service Regulations, Extensive knowledge of policies and Legislations, Understanding of research analysis and development processes, Understanding housing development and local government systems and structures, knowledge of Human Resource Management, Knowledge of Financial Management, Interpretation Skills, Research Skills, Analytical and innovative thinker, Policy development and improvement orientation, Project management skills, Communication skills, Presentation skills, Supervisory skills, Organisational skills, Basic budgeting and planning skills, Innovative thinker, Professional, Consultative, Team orientation, Well spoken.

The successful candidate will perform the following key Performance Area:

*Undertake research on Housing Policy and related matters;*Develop Provincial policy and Guidelines;* Communication of Policy to stakeholders;*Undertake monitoring, evaluation and analysis of National and Provincial Housing Policy;* Provide guidance and advice on Housing Policy;* Supervision of staff.

Enquiries related to the above mentioned post can be directed to: Ms. DA Duval at 031 336 5363.

**ASSISTANT DIRECTOR: PRODUCT/ POLICY DEVELOPMENT (1 POST)
(5 YEAR CONTRACT)
LEVEL 09
SALARY: R 334 545. 00 PER ANNUM
CENTRE: DURBAN**

(Reference: AD PD 03/2018)

Requirements: Applicants must be in possession of a national Diploma in Public Management /Public Administration OR related field coupled with 3-5 years' related experience. A valid driving license is essential.

Knowledge, Skills and Competencies: Knowledge of the Constitution of SA, Knowledge of Public Service, knowledge of Public Service Regulations, Extensive knowledge of policies and Legislations, Understanding of research analysis and development processes, Understanding housing development and local government systems and structures, knowledge of Human Resource Management, Knowledge of Financial Management, Interpretation Skills, Research Skills, Analytical and innovative thinker, Policy development and improvement orientation, Project management skills, Communication skills, Presentation skills, Supervisory skills, Organizational skills, Basic budgeting and planning skills, Innovative thinker, Professional, Consultative, Team orientation, Well spoken.

The successful candidate will perform the following key Performance Area:

*Undertake research on Housing Policy and related matters;*Develop Provincial policy and Guidelines;* Communication of Policy to stakeholders;*Undertake monitoring, evaluation and analysis of National and Provincial Housing Policy;* Provide guidance and advice on Housing Policy;* Supervision of staff.

Enquiries related to the above mentioned post can be directed to: Ms. DA. Duval at 031 336 5363.

**DEPUTY DIRECTOR: PROJECT SUBSIDY ADMINISTRATION
LEVEL 12
SALARY PACKAGE: R 779 295. 00 PER ANNUM
CENTRE: DURBAN**

(Reference: DD SUB 03/2018)

Requirements: Applicants must be in possession of a three year National Diploma/ B Degree in Finance/Administration field coupled with 3-5 years' related management experience. A valid driving license is essential.

Knowledge, Skills and Competencies: Knowledge of the Constitution of SA, Knowledge of Public Service, knowledge of Public Service Regulations, Knowledge of Housing Act, Knowledge of PFMA, Knowledge of Housing Policies and Regulations, Knowledge of White Paper in Housing, Knowledge of Project Management, In-depth knowledge of Housing Subsidy System, Knowledge of Breaking New Ground and Housing Code Administration Procedures, Knowledge of Property Management Act, Knowledge of Labour Relations Act, Knowledge of Human Resource Practices, Knowledge of Skills Development Act, Knowledge of Promoting Access of Information Act, Financial Management Skills, Project Management Skills, Client Focus Skills, Listening Skills, Analysis Skills, Communication Skills(written & verbal)Problem Solving Skills, Facilitation Skills, Time Management Skills, Networking Skills, Operate the Housing Subsidy System, Willing to learn and travelling, Team Building, Independent, Work under pressure, Service Orientated, Integrity, Customer Focus.

The successful candidate will perform the following key Performance Area:

*Co-ordinate beneficiary and payment administration processes of housing application in the department;*Co-ordinate, monitor budget for implementation of individual subsidy programme in the department;*Undertake financial evaluation of all projects, support developers/implementing agents and region in compilation of project financial set-up;*Providing administrative support to the Special Investigation Units on Housing Fraud Cases;*Monitor effective utilization of human and financial resources of the sub-directorate.

Enquiries related to the abovementioned post can be directed to: Ms. JD. Naiker at 031 336 5398.

**ASSISTANT DIRECTOR: SUBSIDY ADMINISTRATION
(LEVEL 10)
SALARY: R 417 552.00 PER ANNUM
CENTRE: DURBAN**

(Reference Number: AD SA 03/2018)

Requirements: Applicants must be in possession of a National Diploma or Degree in Public Management coupled with 3-5 year administrative experience. A valid driver's license.

Knowledge, Skills and Competencies: Understanding of Housing Policy and Housing Code; Understanding of Housing Subsidy System; Knowledge of Constitution of RSA; Knowledge of housing Act; Knowledge of Promotion of Access to Information Act; Knowledge of Promotion of Administrative Act; Knowledge of Public Service Act; Knowledge of Public Service Regulations; Knowledge of Housing legislation and practices; Computer literacy; Communication skills (written and verbal); Driving skills; Presentation skills; Interpersonal relations; Problem solving skills; Motivation skills; Influencing skills; Listening skills; Operating HSS; Financial management skills; Ability to work under pressure; Willing to learn; Self Development; Integrity and Honest.

The successful candidate will perform the following key Performance Area:

*Co-ordinate and monitor the beneficiary administration process; *Control and authorize the processing of subsidy payments; *Conduct investigations for electronic checks failed for second level override; *Control the administration of project set up and project monitoring milestone of HSS; *Provide advice and guidance to stakeholders with regard to subsidy process; *Monitor the effective utilization of resources in the component.

Enquiries related to the abovementioned post can be directed to: Ms. JD. Naiker at 031 336 5398.

**DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT
LEVEL 11
SALARY PACKAGE: R 657 558. 00 PER ANNUM
CENTRE: DURBAN**

(Reference Number: DD HRD 03/2018)

Requirements: Applicants must be in possession of a Degree / National Diploma in Human Resource Management /Public Management/Public Administration coupled with 3 years' relevant management experience. A valid driving license is essential.

Knowledge, Skills and Competencies: Knowledge of the Constitution of SA, Knowledge of Public Service, knowledge of Public Service Regulations, Knowledge of Departmental Human Resource and Registry Policy, Good knowledge of personnel systems, Whitepaper relevant to Human Resource Management, Project management, Counseling, Skills Development Act, Skills Development Levies Act, Employment Equity Act, Analytical thinking, Strategic thinking, Good management skills, Facilitation skills, Strategic planning, Presentation skills, Ability to work under pressure, Flexibility to work extra hours, Team orientated, Receptive to suggestions and ideas, Innovative .

The successful candidate will perform the following key Performance Area:

*Ensure synergy and co-ordination with other Human Resource programmes, including transformation and talent management;*Establish and maintain beneficial networks in the Human Resource Development profession in related sectors both locally and nationally;* Develop and implement Human Resource Development policies and procedures;* Ensure sound business planning, personnel, budgeting and management of the Human Resource Development budget are within the MTEF.

Enquiries related to the abovementioned post can be directed to: Ms. V. Reddy at 031 336 5409.

CLOSING DATE: 11 MAY 2018

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 (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)

Department of Human Settlements in KZN is an equal opportunity employer and encourages applications from women and people with disabilities.

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 X54367, Durban 4000, for the attention of Mr. S.D. Mthethwa or hand-deliver to 353-363 Dr Pixley Ka Seme Street, Eagle Building, Murchies Passage, Durban, Ground Floor.