



human settlements
Department:
Human Settlements
PROVINCE OF KWAZULU-NATAL

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

HRM VACANCY CIRCULAR NO. 01 OF 2018

Vacancies in the department of KZN Human Settlements

To all heads of Departments within KZN Province/ 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 the prescribed Z83 form, obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae together with certified copies of ALL qualifications (Matric certificate included), skills or competencies to substantiate compliance with/ adherence to the appointment requirements plus a clear and legible, certified copy of the valid South African bar-coded ID (passports will not be accepted) and valid South Africans driver's license. Copies of copies OR copies on the blank side of the copy will not be accepted. Faxed or electronic copies will not be considered.

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

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

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

Applications requiring additional information regarding an advertised post must direct their enquiries to person/s in the advertisement.

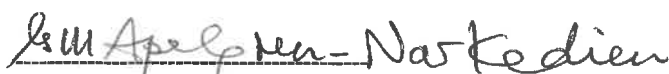
Department of Human Settlements in KZN is an equal opportunity employer and encourages applications from women and people with disabilities.

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. SD Mthethwa.

Closing Date: 20 APRIL 2018.

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

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


HEAD OF DEPARTMENT
KZN HUMAN SETTLEMENTS

28/03/2018
DATE



human settlements

Department:
Human Settlements
PROVINCE OF KWAZULU-NATAL

**SENIOR ADMINISTRATIVE OFFICER: BID AND EVALUATION
LEVEL (08)
SALARY: R 281 241.00 PER ANNUM
CENTRE: DURBAN
(REF: SAO BE/01/2018)**

Requirements: Applicants must be in possession of a Degree/National Diploma in Supply Chain Management or Public Administration coupled with 3-5 years' experience in Supply Chain Management. A valid driver's licence.

Knowledge, Skills and Competencies: Knowledge of PFMA and Treasury regulations, Knowledge of SCM Delegation and SCM Practice Notes, Knowledge of PPPFA, Knowledge of Public Service Regulation, Knowledge of HR Practices, Knowledge of Labour Relations Act, Knowledge of Supply Chain Policies and Procedures, Knowledge of BAS, Language skills, Listening skills, Presentation skills, Interpersonal Skills, Computer skills, Analytical skills, Financial management skills, Time management skills, Report writing skills, Problem solving skills, Communication skills, Conflict management skills, People management skills, Independent, Time frame driven, Meticulous, Confidentiality, Proactive, Honesty, Integrity, Reliability, Patience and Commitment.

The successful candidate will perform the following key Performance Area:

*Coordinate and control the compilation and approval of Bid Documents; *Prepare and advertise bods, *Facilitate the evaluation of quotations and pre-evaluation of bids and report accordingly, *Provide secretariat support to Bid Management, *Supervise staff in the division.

Enquiries related to the abovementioned post can be directed to: Ms BE Khoza at 031 336 5420.

**CHIEF REGISTRY CLERK: GENERAL REGISTRY
(LEVEL 07)**

CENTRE: DURBAN

(REF: CRC/2018)

SALARY – R 226 611.00 PER ANNUM

Requirements: Applicants must be in possession of grade 12 or equivalent qualification coupled with 3-5 years' experience in Registry work/ Records management environment.

Knowledge, Skills and Competencies: Working knowledge of the public sector, Service delivery, Public Service Regulations, Public Service Act, Promotion of Access of Information Act, Provincial Archives Act and other Archives legislation, Policy development, Registry Procedures , Filing System, PERSAL and Ability to produce reports on MS Word and Excel. Supervisory skills, Communication skills, Computer literacy, Organizational skills, Time management, Analytical thinking skills, Negotiation skills, Motivation skills, Writing skills, Influencing skills, Problem solving skills, Presentation skills, Interpersonal Relations and Networking.

The successful candidate will perform key Performance Areas:

*Supervise and provide registry counter services,*Supervise the handling the handling of incoming and outgoing correspondence,* Supervise and render an effective filing and record management service,*Supervise the operation and operate office machines in relation to the registry function, * Supervise the processing and process documents for archiving and/disposal, * Supervise human resources/staff.

Enquiries related to the abovementioned posts can be directed to Ms JM Shezi at 031 336 5406.

**SENIOR HR OFFICER: HUMAN RESOURCE ADMINISTRATION
(LEVEL 07)
CENTRE: DURBAN
(REF: SHR 03/2018)
SALARY: R 226 611.00 PER ANNUM**

Requirements: A Bachelor's degree/National Diploma in plus 3 years' relevant experience in HRM or **Grade 12** coupled with a minimum of 6 to 10 years' experience in Human Resources Administration related to service benefits. Computer literacy. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of the Constitution of the RSA; Knowledge of Persal; Knowledge of Deeds register; Knowledge of Mortgage bonds Regulations; Knowledge of Public Service Act; Analytical thinking; Strategic thinking; Good management skills; Facilitation skills; Presentation skills; Ability to work under pressure; Flexibility to work extra hours; Team oriented; Goal oriented; Receptive to suggestions and ideas; Innovative; Able to communicate with Departmental employees.

The successful candidate will perform key Performance Areas:

*Process prescriptive and directive intensive Human Resource Administration matters; *Inform, guide and advise regarding Human Resource Administration matters to enhance the correct implementation of personnel administration practices/policies; *Administer the capturing and updating the Human Resource Administration data on Persal; *Provide the logistical arrangements for the division; *Supervise, plan and co-ordinate the activities of the division.

Enquiries related to the abovementioned posts can be directed to: Ms NJ Simamane at 031 336 5185.

PERSONAL ASSISTANT (2 posts)

- **DIRECTORATE: PROJECT MANAGEMENT – COASTAL REGION
(REF: PA PM/ 2018)**
- **DIRECTORATE: GENERAL ADMINISTRATION & AUXILIARY SERVICES
(REF: PA GAAS/2018)**

(LEVEL 07)

**SALARY PACKAGE: R 226 611.00 PER ANNUM
CENTRES: DURBAN**

REQUIREMENTS: Secretarial Diploma or equivalent qualification and at least 3 years relevant experience in rendering a support service to the senior manager.

KNOWLEDGE SKILLS, TRAINING AND COMPETENCIES: Applicant must have competencies in the following areas: Excellent administration practices, organizational and planning skills, knowledge on the relevant legislation/policies/prescripts and procedures, knowledge of office management, ability to maintain confidentiality, ability to track document and retrieval system, ability to initiate with minimum supervision, ability to act with tact and discretion, good telephone etiquette, computer literacy in MS Word, MS Excel, MS Outlook and PowerPoint, good communication skills (written and verbal), good grooming and presentation skills.

The successful candidate will perform the following key Performance Area:

*Provides a secretarial/ receptionist support service to the Director; *Renders administrative support services; *Supports the Director with the administration of the Director's budget; *Provides support to the Director regarding meetings; *Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

Enquiries related to the post of Personal Assistant:

- **Directorate – Project Management – Coastal Region can be directed to: Mr BE Cele at 031 319 3602.**
- **Directorate – General Administration & Auxiliary Services post can be directed to: Mrs JM Shezi at 031 336 5406.**

Technical Support Officer: Expanded Public Works Programme
[Three year contract]
(LEVEL 07)
SALARY: R 226 611.00 PER ANNUM
CENTRE: PIETERMARITZBURG
(REF: TSO EPWP /2018)

Requirements: Applicants must be in possession of a Degree/ Diploma in Statistics or Built environment coupled with a minimum of two years relevant experience. A valid driver's license.

Knowledge, Skills and Competencies:

Understand Expanded Public Works Programme and implementation of Labour Intensive Methods. Understand Information management systems and be able to use data capturing systems including web-based system. Must be able to consolidate and analyze statistical data. Capable of generating system based reports. Possess communication skills, Intergovernmental relation skills; research and development skills and be able to work under pressure. Willing to work extra hours.

The successful candidate will perform the following key results areas:

*Provide EPWP technical support to district; *Monitor the implementation of Labour Intensive Methods; *Maintain EPWP projects database; *Collate and capture EPWP data onto Integrated Information System (IRS); *Conduct data verification on project sites; *Generate statistical and written reports; *Facilitate EPWP stakeholder workshops and meetings.

Enquiries related to the above mentioned post can be directed to: Ms NM Mnguni at 033 392 6420.

DATA CAPTURER: EPWP REPORTING (5 posts)
(3 YEAR CONTRACT)
(Level 5)
SALARY: R 152 862.00 PER ANNUM
CENTRE: PIETERMARITZBURG
(REF: DC EPWP /2018)

Requirements: Applicants must be in possession of a Degree/ Diploma Public Administration, Human Resource Management, Statistics or any other relevant qualification Coupled with a minimum of 1 to 2 years' experience in administration and data capturing.

Knowledge, Skills and Competencies:

Possess communication skills. Basic Computer Literacy in MS Office Programmes. The jobholder should be able to work under pressure and, often, work irregular hours and meet deadlines. Must be good in excel spreadsheets backed by sound numerical and analytical knowledge.

The successful candidate will perform the following key results areas:

*Capturing employment data on online and off line templates; *Communicating with District officials and Implementing Agencies; *Compare data with source documents re: copy of contracts, copy of ID's and information from Payment registers; *Compile and sort and verify accurate list of data with Supervisor before data is captured on the EPWP Reporting System; *Identify data errors and report to Supervisor; *Regularly communicate with project managers re: data required issues etc. Profiling of EPWP projects; *Capture all allocated EPWP reports from projects (training will be provided); *Administrative tasks: Minute taking, maintain EPWP Project Filing - ensure all supporting documentation is on file for audit purposes, taking minutes and typing minutes and various project related tasks in a professional format, Provide exception reports on data received and captured; *Assist with the preparation of inputs to meet Directorate reporting mandate. Conduct data quality assurance.

Enquiries related to the above mentioned post can be directed to: Ms NM Mnguni at 033 392 6420.

**HUMAN RESOURCE OFFICER: RECRUITMENT
(LEVEL 5)
SALARY: R152 862.00 PER ANNUM
CENTRE: DURBAN
(REF: HRO-RS: 01/2018)**

Requirements: Applicants must be in possession of grade 12 or equivalent qualification coupled 1-2 years relevant Human Resources experience. Experience in recruitment and selection environment will serve as a recommendation. A valid driver's licence will be an added advantage.

Knowledge, Skills and Competencies: Knowledge of the Constitution of the RSA; Understanding of the Public Sector; Service delivery; Public Service Regulations; Public Service Act; Employment Equity Act; Basic Conditions of Employment Act; Labour Relations Act; Communication Skills; Minute Taking Skills; Computer Literacy; Listening Skills and Interpersonal Skills.

The successful candidate will perform the following key Performance Area:

*Provide the logistical arrangements for recruitment structures; *Conduct verification of qualifications and security screening of candidates within the Department; *Provide salary services in the Department; *Address Human Resource recruitment enquiries to ensure the correct implementation of Human Resource Management practices and procedures.

Enquiries related to the above mentioned post can be directed to: Mr. SD Mthethwa 031 336 5183

**REGISTRY CLERK: HR REGISTRY
(POST LEVEL 05)**

SALARY: R 152 862.00 PER ANNUM

CENTRE: DURBAN

(REF: RC 06/2018)

Requirements: Applicants must be in possession of grade 12 or equivalent qualification.

Knowledge, Skills and Competencies: Job knowledge; Knowledge of registry duties, practices as well as the ability to capture data, and operate computer; Working knowledge and understanding of the legislative framework governing the Public Service; Knowledge of storage and retrieval procedures in terms of the working environment; Understanding of the work in registry; Communication; Interpersonal relations; Flexibility; Teamwork; Computer skills; Planning and organization skills; Language; Good verbal and written communication skills.

The successful candidate will perform the following key Performance Areas:

*Provide registry counter services; *Handle incoming and outgoing correspondence; *Render an effective filing and record management service; *Operate office machines in relation to the registry function; *Process documents for archiving and/ disposal.

Enquiries related to the above post can be directed to: Ms. SM Ndlovu at 031 336 5333.

**ADMINISTRATION CLERK: IMST
(LEVEL 05)**

**SALARY: R 152 862.00 PER ANNUM
CENTRE: DURBAN
(Ref: AC: IMST/03/2018)**

Requirements: Applicants must be in possession of a Certificate or Diploma in IT hardware and software coupled with practical demonstrable experience in stores management and use of specialized asset management software as well as technical specifications.

Knowledge, Skills and Competencies: Knowledge of software e.g. Track-IT and Hard Cat; Knowledge of Evaluate multiple; Knowledge of specifications of IT equipment and make recommendations; Knowledge of Procurement policies and procedures; Knowledge of comparative analysis if IT equipment procedures; Public Relations; Organizing, planning and recording skills; Manipulating and using database; Drive; Communication and presentation of assignments tasked; Organizational ability; Promptness of updating information; Sound decision making; Ability to interpret policies and procedures; Responsibility; Well Spoken, tactful and diplomatic.

The successful candidate will perform the following Key Performance Areas:

*Distribute, catalogue, record, setup and audit computer equipment; *Draw up specifications for ordering of IT equipment and parts; *Establish and maintain software Library; *Maintain standby IT equipment for temporary loan; *Address queries from users regarding IT equipment and software; *Prepare items for Board of Survey.

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

**TELECOM OPERATOR
LEVEL 04**

SALARY: R 127 851.00 PER ANNUM

CENTRE: INLAND REGION

(REF NO: TO/03/2018)

Requirements: Applicants must be in possession of a Senior Certificate with a minimum of 3 years' experience in the environment.

Knowledge, Skills and Competencies: Knowledge and understanding of the public sector; Computer literacy; Human Relations; Planning; Good verbal Communication; Knowledge in the operation of Switchboard equipment; Time management skills.

The successful candidate will perform the following key Performance Area:

*Render a telephonic answering, messaging and intercom services; *Provide an outgoing telephonic service to the Region; *Render a telephonic number directory service to the Region; *Report all telephone related faults and monitor the telephone and PABX facilities; *Administer telephone statement for the Region; *Booking of venues; *Provide customer care to clients.

Enquiries related to the abovementioned post can be directed to: Ms. MA Dladla at 033 845 2063.

GENERAL WORKER: ASSETS AND DISPOSAL MANAGEMENT (3 posts)
(LEVEL 02)
SALARY: R 90 234.00 PER ANNUM
CENTRE: DURBAN
REF: GW 01/2018

Requirements: Applicants must have ABET level/ Standard 5/ Grade Seven qualification as a minimum requirement.

The successful candidate will perform the following key Performance Area:

*Perform general assistant work which includes: Load and off load furniture, equipment and any other goods to relevant destination, Clean government vehicles, Clean relevant workstation.

Enquiries related to the abovementioned post can be directed to: Ms BE Khoza at 031 336 5420.

CLOSING DATE: 20 APRIL 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.