



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. 02 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 African 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.

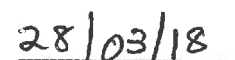
Applications may be hand-delivered to 353-363 Dr Pixley Ka Seme Street, Murchies Passage, Eagle Building, Durban, Ground Floor or posted to: The Head of Department, Department of Human Settlements, Private Bag x 54367, Durban 4000. For attention: Mr. SD Mthethwa.

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


DATE



human settlements

Department:
Human Settlements
PROVINCE OF KWAZULU-NATAL

**HUMAN RESOURCE OFFICER: HR DEVELOPMENT
(6 POSTS)
LEVEL 5
SALARY: R 152 862.00 PER ANNUM
CENTRE: DURBAN (REF NO: HRD/01/2018)**

Requirements: Applicants must be in possession of grade 12 or equivalent qualification plus 1-2 year's administrative experience.

Knowledge, Skills and Competencies: Knowledge of Public Service Regulations, Public Service Act, Departmental Human Resource Development Policy, Good knowledge of Persal Systems, Computer literacy, Communication skills, Report writing skills, Listening skills, Interpersonal relations, Flexibility to work extra hours, Team oriented, Goal oriented, Receptive to suggestions and ideas, Able to communicate with: SAQA, DPSA, PSETA, Organized Labour, Tertiary Institutions, Office of the Premier, SDC, PALAMA, Departmental officials, Training Service Providers, General public.

The successful candidate will perform key Performance Areas:

*Provide support for internship, experiential learning and Learnership programmes;
*Co-ordinate training courses/workshops and seminars; *Provide administrative services for bursary and scholarship matters; *Provide administrative services for AET; *Provide general administration services for the component.

Enquiries related to the above posts can be directed to: Mrs. V Reddy: 031 336 5181.

**ADMINISTRATION CLERK: PROJECT MANAGEMENT (3 POSTS)
CENTRE: COASTAL REGION
(POST LEVEL 05): REF: AC CR 01/2018
SALARY – R 152 862.00 PER ANNUM**

Requirements: Applicants must be in possession of grade 12 or equivalent qualification coupled with 1 to 2 years appropriate experience.

Knowledge, Skills and Competencies: Knowledge of Public Service Act and Public Service Regulations; Communication skills (written & verbal); Computer skills; Presentation skills; Listening skills; Networking skills; Problem solving skills; Language skills; Willing to learn; Team building; Client/customer focus (both internal & external); Flexible and open to challenge; Integrity and Honesty.

The successful candidate will perform key Performance Areas:

*Render general clerical support services in the Region; *Provide Supply Chain clerical support services within the Region; *Provide personnel administration clerical support services within the Region; *Provide financial administration support services in the Region.

Enquiries related to the above posts can be directed to: Mr. NE Dhooma at 031 319 3617.

ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (2 POSTS)
CENTRE: DURBAN
(POST LEVEL 05): REF: AC SCM 01/2018
SALARY – R 152 862.00 PER ANNUM

Requirements: Applicants must be in possession of grade 12 or equivalent qualification coupled with 1 to 2 years appropriate experience.

Knowledge, Skills and Competencies: Knowledge of Public Service Act and Public Service Regulations; Communication skills (written & verbal); Computer skills; Presentation skills; Listening skills; Networking skills; Problem solving skills; Operating HSS; Language skills; Willing to learn; Team building; Client/customer focus (both internal & external); Flexible and open to challenge; Integrity and Honesty.

The successful candidate will perform key Performance Areas:

*Render general clerical support services in the component; *Provide Supply Chain clerical support services within the component; *Provide personnel administration clerical support services within the component; *Provide financial administration support services in the component.

Enquiries related to the above posts 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.