



KWAZULU-NATAL PROVINCE

HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA

DIRECTOR: RENTAL HOUSING TRIBUNAL

(LEVEL 13)

SALARY: R 1 105 383 PER ANNUM (All-inclusive package)

CENTRE: DURBAN

(Reference Number: D: RHT 01/2023)

Requirements: Applicants must be in possession of a Degree or NQF Level 7 as recognised by SAQA in LLB or equivalent qualification coupled with 5 years relevant middle management experience in providing administrative and technical service to the relevant statutory body, relevant experience in management of complainants, court processes or Tribunal work. Postgraduate qualification in dispute resolution and/or conflict management will serve as an added advantage. 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: Broad knowledge of Housing Act, policies and practices; Understanding of Housing Acts and policy prescripts; Computer based housing act and policy information systems; Knowledge of Public Service reporting procedures; Knowledge of Rental Housing Act; Knowledge of Promotion of Administrative Justice Act; Knowledge of the Constitution of RSA; Knowledge of Housing Consumer Protection Measures Act 95 of 1998; Knowledge of Sectional Tittles Act, 1986(95 of 1986) as amended by Act 24&29 of 2003); Knowledge of Prevention of Illegal Eviction and Unlawful Occupation of Land Act 19 of 1998; Knowledge of Rental Housing Regulations and Practices; Analytical skills; Financial management skills; Risk management skills; Facilitation skills; Strategic planning skills; Computer Literacy skills; Writing and communication skills; Driving skills; Conflict management skills; Leadership skills; Project management skills; Negotiation skills; Interpretation skills; Motivation skills; Influencing skills and Interpersonal relations skills.

The successful candidate will perform the following Key Performance Areas:

*Manage the implementation of the rental housing act in the province; *Manage the promotion of the rental tribunal throughout the province; *Manage and advise on complaints management processes in respect of residential properties; *Manage the effective utilization of human and financial resources of the directorate.

Enquiries related to the above-mentioned post can be directed to: Mr. MOS Zungu at 033 392 6434.

**ASSISTANT DIRECTOR: COMPLAINTS MANAGEMENT
LEVEL 09**

SALARY: R 393 711.00 PER ANNUM

CENTRE: DURBAN

(Reference Number: AD RHT 01/2023)

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

Knowledge, Skills and Competencies: Knowledge of the Public Service Act; Knowledge of PFMA; Knowledge of Public Service Regulations; Public Service reporting procedures and work environment; Knowledge of Rental Housing Tribunal Act; Knowledge of Housing Act; Knowledge of Sectional Title Act; Knowledge of court processing and procedures; Knowledge of Promotion of Administrative Justice Act; Knowledge of Access of Information Act; Knowledge of regulations relating to unfair practices; Knowledge of Rental Housing procedural regulations; Financial management skills; Project management skills; Communication skills (written & verbal); Computer skills; Language skills; Listening skills; Interviewing skills; Problem solving skills; Conflict resolution skills; Facilitation skills; Presentation skills; Research skills; Negotiation skills; Driving; Influencing skills; Time management skills; Networking skills; Willingness to travelling; Team building; Independent; Client/customer focus (both internal & external); Work under pressure; Flexible and open to challenges; Service oriented; Integrity; Quick thinker.

The successful candidate will perform the following key Performance Areas:

*Facilitate the management of complaints to comply with Rental Housing Act; *Manage scheduling and rescheduling of cases; *Ensure effective case management; *Manage the effective utilization of resources and staff development.

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

**PROJECT FACILITATOR (3- year contract)
(LEVEL 10)**

SALARY: R 491 403.00 pa

CENTRE: UMKHANYAKUDE District

(Reference Number: PF UMKH 01/2023)

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, initialling 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 (3- year contract)

(LEVEL 10)

SALARY: R 491 403.00 pa

CENTRE: INLAND REGION

(Reference Number: PF IR 01/2023)

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, initialling 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. TE Magagula at 033 845 2021.

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

SALARY: R 646 854 – 696 834.00 PER ANNUMM

CENTRE: uMgungundlovu District

(Reference Number: TRP IR 01/2023)

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.

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

SALARY: R 766 584.00 pa

CENTRE: uMkhanyakude and Zululand Districts

(Reference Number: DD NR 01/2023)

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

CENTRE: uMgungundlovu and Harry Gwala Districts

(Reference Number: DD IR 02/2023)

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.

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

CLOSING DATE: 10 MARCH 2023

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. 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 Ms. N Mungwe or hand-deliver to 353-363 Dr Pixley ka Seme Street, Murchison Passage, Eagle Building, Durban, Ground Floor.