



human settlements

Department:
Human Settlements
PROVINCE OF KWAZULU-NATAL

**DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT
LEVEL 11
SALARY PACKAGE: R 697 011.00 PER ANNUM
CENTRE: DURBAN**

(Reference Number: DD HRD 02/2019)

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.

The above-mentioned post is being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

CONTROL WORKS INSPECTOR (3 posts)
LEVEL 10
SALARY: R 444 693.00 PER ANNUM
CENTRES: eThekweni District (Ref: CWI ETH 02/2019)
UThukela District (Ref: CWI UTH 02/2019)
Harry Gwala District (Ref: CWI HG 02/2019)

Requirements: Applicants must be in possession of Matric plus a National Diploma (T/N/S streams) or equivalent or N6 and a passed trade test in built environment. More than six 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 Areas:

*Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up; *Facilitate, coordinate and control the implementation of new works, repair and renovation and maintenance; *Ensure that the relevant project documentation of new and existing structures is compiled; *Manage the activities of contractors and consultants; *Gather and submit information in terms of extended public works programme; *Supervise the performance and conduct of subordinates.

Enquiries related to the abovementioned posts can be directed to:

Mr. NE Dhooma at 031 319 3617. (EThekweni District)
Mr. TE Magagula at 033 845 2021. (UThukela District)
Ms. L Kafile at 033 845 2020. (Harry Gwala District)

The above-mentioned posts are being re-advertised, applicants who previously applied are encouraged to re-apply if they are still interested.

CLOSING DATE: 22 MARCH 2019

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.