



KWAZULU-NATAL PROVINCE

**HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA**

**DIRECTOR: SUPPLY CHAIN MANAGEMENT
(LEVEL 13)
SALARY: R 1 073 187.00 PER ANNUM (All-inclusive package)
CENTRE: DURBAN**

(Reference Number: D: SCM 03/2022)

Requirements: Applicants must be in possession of a Degree at NQF Level 7 as recognised by SAQA in Supply Chain/Logistics Management/Financial Management coupled with a minimum of 5 years relevant middle management experience. A valid driving licence is essential. Applicants must be in possession of SMS pre-entry requirement certificate from National School of Government (i.e. Nyukela).

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: Knowledge of PFMA; Knowledge of Public Service Act; Knowledge of Public Service Regulations; Knowledge of Human Resource prescripts; Knowledge of Housing Act and Housing Code; Knowledge of Labour Relations Act; Knowledge of Legislations; Knowledge of legal interpretation; Knowledge of criminal act; Knowledge of BBE Acts; Extensive knowledge of legal interpretation; Knowledge of Treasury Regulations and guideline; Knowledge of the Constitution of South Africa; In depth knowledge of Procurement Policies; In depth knowledge of Procurement Acts; Knowledge and understanding of the Standard Chart of Accounts (SCOPA); Knowledge of the Basic Accounting System (BAS) and LOGIS as well as the Departmental Reporting Framework Guide; Language skills; Presentation skills; Analytical thinking skills; Interpersonal relations skills; Computer skills; Research skills; Financial management skills; Time management skills; Report writing skills; Problem solving skills; Communication skills; Conflict management skills; Leadership skills; Decision making skills; Chairing of meeting skills; Innovative; Independent; Confidentiality; Proactive; Honesty; Professionalism; Punctual; Service oriented; Ability to work under pressure and Flexibility to work extra hours.

The successful candidate will perform the following key Performance Area:

*Ensure provisioning and procurement of goods and services in the department; *Ensure the provisioning and maintenance of asset management system support services to the department; *Manage the development and implementation of policies, procedures and supply chain delegation within supply chain management; *Manage effective utilization of human and financial resource of the directorate.

Enquiries related to the above-mentioned post can be directed to: Ms. S Pillay at 033 392 6430.

**DEPUTY DIRECTOR: SUSTAINABLE HUMAN SETTLEMENTS
(OFFICE OF THE CHIEF DIRECTOR)**

(LEVEL 11)

SALARY: R 744 255.00 pa

CENTRE: DURBAN

(Reference Number: DD SHS 03/2022)

Requirements: Applicants must be in possession of a Degree/National Diploma NQF 6 in the Built Environment field coupled with a minimum of 3-5 years junior management experience. A BTech (NQF7) and registration with a Professional body will be an added advantage. Computer literacy. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of Municipal functions; Knowledge of Housing Policies; Creative skills; Innovative skills; Strategic thinking skills; Computer literacy; Problem solving skills; Time management skills; Analytical skills; Management skills; Communication skills; Financial management skills; Decision making skills; Service oriented; Ability to work under pressure; Flexibility to work extra hours; Team oriented; Goal oriented; Quick thinker. Detailed knowledge of Construction Project Management.

The successful candidate will perform the following key Performance Areas:

Coordinate the preparation of Business and Operational Plans*Monitor and report on achievement of targets in APP* Manage strategic projects implemented by the Office* Coordinate and integrate strategic activities of the Business Unit; *Facilitate the strategic partnership between the office and Department and its stakeholders; *Provide document tracking mechanism to ensure efficient inflow and outflow of information in the office; *Monitor and advice on performance trends to ensure achievement of the component objectives; *Control the utilization of resources in the office.

Enquiries related to the above post can be directed to: Ms. L Kafile at 031 319 3738.

**DEPUTY DIRECTOR: HUMAN RESOURCE STRATEGIES AND SYSTEMS
(LEVEL 11)
SALARY: R 744 255.00 pa
CENTRE: DURBAN**

(Reference Number: DD HRP 03/2022)

Requirements: Applicants must be in possession of a Degree/National Diploma in Human Resource Management coupled with a minimum of 3-5 years junior management experience. Computer literacy. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of Public sector; Knowledge of PFMA; Knowledge of HRM prescripts; Knowledge of Labour Relations Act; Knowledge of Employment Equity Act; Knowledge of Basic Conditions of Employment Act; Understanding of policy research analysis and development processes; Computer Based HRM Information Systems; Ability to interpret and Apply Policy; Creative thinking; Time management skills; Analytical skills; Management skills; Communication skills; Financial management skills; Service oriented; Ability to work under pressure; Flexibility to work extra hours; Team oriented; Goal oriented; Quick thinker.

The successful candidate will perform the following key Performance Areas:

*Manage the formulation of all strategies, policies, plans and systems aligned to National and Provincial Human Resource Strategies and facilitate implementation thereof; *Provide professional advice and guidelines to the Department on policy matters which support sound decision-making process; *Manage the enhancement of Human Capital capacity on human resource plans, policies and strategies to deliver and achieve departmental goals and objectives; *Facilitate and ensure that departmental systems and processes support the implementation of human resource plans, policies and strategies; Manage human, financial, physical resources of the component; *Review HR policy; *Conduct HR policy audit to ensure compliance with the legislation framework.

Enquiries related to the above post can be directed to: Ms. RD Soodeyal at 031 336 5318.

**DEPUTY DIRECTOR: COMPLAINTS MANAGEMENT SERVICES
LEVEL 12
SALARY: R 882 042.00 PER ANNUM
CENTRE: DURBAN
(Reference Number: DD: RHT 03/2022)**

Requirements: Applicants must be in possession of a Degree/ National Diploma in Public Management/Administration or Law Degree plus 5 years management experience of which at least 3 years must be in dispute resolution environment. Must be in possession of a valid driver's license.

Knowledge, Skills and Competencies: Understanding of policy analysis and development process; Broad knowledge of Housing Acts; Rental Housing Act; Policy and prescripts; Computer Literacy; Public Service reporting procedures and work environment; Knowledge of Promotion of Access to Information Acts; Knowledge of Preventing Illegal Eviction from Unlawful Occupation of Land Acts; Knowledge of regulations relating to unfair practices; Knowledge of Rental Housing procedural regulations; Ability to interpret and apply policy; Communication skills; Interpersonal skills; Good listening skills; Analytical skills; Basic research; Computer literacy; Report writing and formulation; Presentation skills; Facilitation skills; Basic financial skills; Conflict management skills; Leadership skills; Project management skills; Negotiation skills.

The successful candidate will perform the following key Performance Areas:

Ensure provision of complaints management services to the Rental Housing Tribunal. Ensure provision of Technical support services to the Rental Housing Tribunal.* Management of computerized case management system.*Management of resources within the sub-directorate.*Ensure successful implementation of the Rental Housing Act in KwaZulu-Natal Province.*Manage the strategic and business planning process.

Enquiries related to the abovementioned post can be directed to: Ms. HTY Chili at 031 372 1800.

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

CLOSING DATE: 14 APRIL 2022.

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 and originally certified copies (not copies of certified copies) of required educational qualifications set out in the advertisement, **matric certificates must be attached** (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).

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 Mr. SD Mthethwa or hand-deliver to 353-363 Dr Pixley ka Seme Street, Murchison Passage, Eagle Building, Durban, Ground Floor.