



KWAZULU-NATAL PROVINCE

**HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA**

VACANCY NOTICE NUMBER 6 OF 2023

CHIEF DIRECTORATE: CORPORATE SERVICES

POST TITLE: CHIEF DIRECTOR: CORPORATE SERVICES

SALARY: R 1 371 558.00 PER ANNUM (All-inclusive remuneration package to be structured in accordance with the rules of the Senior Management Service) -LEVEL 14

CENTRE: DURBAN

REFERENCE: CD-CMS: 06/2023

REQUIREMENTS:

Applicants must be in possession of a Degree at NQF Level 7 as recognized by SAQA in Human Resource Management/ Human Resources Development/Organisational Development/Public Management/Legal Qualification, coupled with 5 years relevant senior management experience. 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 generic managerial competency assessments (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

Knowledge of the Constitution of the RSA, National Housing Act and National Housing Codes. Work experience and working knowledge of the Promotion of Administrative Justice Act; Knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act, Collective Bargaining Prescripts, Human Resource Policies and Practices of the Public Service, Transformation of the Public Service (White Paper), Public Finance Management Act and Municipal Finance Management Act, Treasury Regulations, and DPSA's Toolkit for Organisational Design. Knowledge of and Skills in Organisational Development, Facilities Management, Fleet Management and Security Services Management; Skills and Work experience in Human Resource Administration and Multi-year Human Resource Planning. Computer literacy; Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Skills; Ability to work under-pressure; Flexibility to work after hours; Team work orientated. Experience with maintaining open relationships with all labour unions.

KEY RESPONSIBILITIES:

*Effectively and efficiently manage the following directorates which comprises of the Chief Directorate: Corporate Management Services, namely Human Resources Management, Organisational Development, Security & Auxiliary Services and Legal Services. Develop and implement human resource strategies, policies, information systems and multi-year planning; *Manage open win-win relationships with unions, participate in the department's established labour forum and the provision of effective labour relations services; *manage the effective implementation of the department's Employee Performance Management and Development System and its Employee Wellness Programmes. *Manage the provision of human resource administration services. *Manage organizational effectiveness through the provision of human resource development programmes, organisational design/re-design services and co-ordinate the implementation of change management and service delivery improvement mechanisms including work-place productivity programmes;

*Manage the provision of security and auxiliary services, including facilities management, work environment management and fleet management services. *Manage the provision of sound legal advice and litigation support to the department as well as the provision of advice on the drafting and monitoring of the department's service level agreements. *Ensure effective and efficient management of human and financial resources of the chief directorate.

ENQUIRIES: Mr. MOS Zungu TELEPHONE: 033 392 6434.

CHIEF DIRECTORATE: PLANNING AND DEVELOPMENT

POST TITLE: DEPUTY DIRECTOR: INTEGRATED PLANNING AND GIS (3- year contract)

SALARY: R 811 560.00 (All-inclusive remuneration package to be structured in accordance with the rules of Middle Management Service) – LEVEL 11

CENTRE: AMAJUBA DISTRICT

REFERENCE: DD AD 06/2023

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.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

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.

KEY RESPONSIBILITIES:

*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: Mr. LG Biyela TELEPHONE: 031 336 5403.

POST TITLE: DEPUTY DIRECTOR: INTEGRATED PLANNING AND GIS (3- year contract)
SALARY: R 811 560.00 (All-inclusive remuneration package to be structured in accordance with the rules of Middle Management Service) – LEVEL 11
CENTRE: HARRY GWALA DISTRICT

REFERENCE: DD HD 07/2023

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.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

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.

KEY RESPONSIBILITIES:

*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: Mr. LG Biyela TELEPHONE: 031 336 5403.

CHIEF DIRECTORATE: SUSTAINABLE HUMAN SETTLEMENTS
POST TITLE: CANDIDATE CONSTRUCTION PROJECT MANAGER (3-YEAR CONTRACT)

SALARY: R 687 879.00 PER ANNUM. (SALARY TO BE STRUCTURED IN ACCORDANCE WITH OCCUPATIONAL SPECIFIC DISPENSATION)

CENTRE: INLAND REGION

REFERENCE: CCPM: IR 06/2023

REQUIREMENTS:

Matric plus An Honour's Degree in the Built Environment field of study OR a B-Tech Qualification (Built environment field) with a minimum of one-year relevant experience or National Higher Diploma (Built environment field) with a minimum of eighteen months relevant experience or National Diploma (Built environment field) with a minimum of two years' relevant experience. A valid driver's license. Compulsory registration with SACPCMP as a Candidate Construction Project Manager.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

Knowledge of project management principals and methodologies. Knowledge of legal compliance with building industry norms and standards. Knowledge of legislation and policies governing the Human Settlements sector. Computer aided engineering applications. Solutions-orientated. Decision making skills. Analytical skills. Computer skills. Planning and organising. Problem solving and analysis.

Project management skills. Research and development skills. Technical report writing. Networking. Creativity. Organising skills. Communication skills. Self-management. Customer focus and responsiveness. Interpersonal skills. Teamwork.

KEY RESPONSIBILITIES:

Manage and co-ordinate all aspects of projects under the supervision of a Construction Project Manager:- Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Construction Project Manager; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; Effectively apply methodology and enforce project standards to minimize risk on projects; and Conduct integrated project planning with relevant local and district stakeholders. Project accounting and financial management:- Report project progress to Project Manager; and Manage project budget and resources in consultation with Project Manager. Office Administration Prepare project funding approvals and procurement documents. Liaise and interact with service providers, client and management under the guidance of the Construction Project Manager; Contribute to the human resources and related activities; Maintain record management systems and architectural library; Utilise resources. Research and Development:- Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and Liaise with relevant bodies/councils on project management.

OR

POST TITLE: PROFESSIONAL CONSTRUCTION PROJECT MANAGER

(3- year contract)

SALARY: R795 147 – R 1 197 978.00 (SALARY TO BE STRUCTURED IN ACCORDANCE WITH OCCUPATIONAL SPECIFIC DISPENSATION) – GRADE A-C

CENTRE: INLAND REGION

REFERENCE: PCPM: IR 06/2023

REQUIREMENTS:

Matric plus National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience as a Professional Construction Project Manager, OR a BTech (Built Environment field) with a minimum of 4 years certified managerial experience, OR an Honours degree in any Built Environment field with a minimum of 4 years relevant experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. A valid driver's license.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

Knowledge of Human Settlement policies and legislation, programme management skills, project management principles and methodologies, knowledge of research and development, computer aided engineering applications, knowledge of legal compliance with building industry norms and standards, technical report writing, creating a high-performance culture, technical consulting and professional judgement. Decision making skills. Team leadership skills. Analytical skills. Creativity skills. Self-management skills. Project-related financial management skills. Customer focus and responsiveness. Communication skills. Computer literacy. Planning and organising skills. Conflict management skills. Problem solving and analysis. People management skills. Knowledge of Public Finance Management Act, Municipal Finance Management Act, Supply Chain Management Regulations and procurement processes. Knowledge of Contract Management and Contract Administration.

KEY RESPONSIBILITIES:

Manage and co-ordinate all aspects of projects in terms of:- Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management in terms of:- Report project progress to the Chief Construction Project Manager/ Deputy Director, and Manage the projects' budgets and resources. Office Administration in terms of:- Prepare project funding approvals

and procurement documents Provide inputs to other professionals with tender/procurement administration; Liaise and interact with service providers, clients and management; Contribute to human resources and related activities; Maintain the record management system and the architectural library; and Utilize resources allocated effectively. Research and Development in terms of:- Keep up with new technologies and procedures: Research/ literature on new developments on project management methodologies: and Liaise with relevant bodies/ councils on project management.

ENQUIRIES: Mr TE Magagula TELEPHONE: 033 845 2021.

**POST TITLE: CONTROL WORKS INSPECTOR
SALARY: R 527 298.00 PER ANNUM – LEVEL 10
CENTRE: UMGUNGUNDLOVU DISTRICT**

REFERENCE: CWI UD 06/2023

REQUIREMENTS:

Applicants must be in possession of Matric plus a National Diploma (T/N/S streams) or equivalent or N3 and a passed trade test in built environment or Registration as an Engineering Technician. More than six years appropriate experience. A valid driver's license.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

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.

KEY RESPONSIBILITIES:

*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: Mr TE Magagula TELEPHONE: 033 845 2021.

**DIRECTORATE: LEGAL SERVICES
POST TITLE: SENIOR LEGAL ADMINISTRATION OFFICER
SALARY: R 531 381 – 1 252 374.00 PER ANNUM
(Salary will be in accordance with OSD determination)
CENTRE: PIETERMARITZBURG
REFERENCE: SLAO 06/2023**

REQUIREMENTS:

Applicants must be in possession of an appropriate Four Year LLB degree or equivalent (B Proc) with a minimum of 8 years appropriate post qualification legal experience and a valid driver's license. Preference will be given to admitted Attorneys with demonstrated management and supervisory experience.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

Knowledge of the legislative framework that governs the operation of the Public Service; Knowledge of the law of Contract; Knowledge of the Housing Act and legislation; Knowledge of the Housing policies; Knowledge and experience in the interpretation of statutes; Knowledge of the Public Service

Act and Regulations; Knowledge of PFMA; Knowledge of Human Resources Management; Knowledge of Performance Management; Financial Management skills; Project Management skills; Legal skills; Contract Administration skills; Communication skills (written & verbal); Computer skills; Problem solving skills; Conflict resolution skills; Change management; Facilitation skills; Interpersonal skills; Interpersonal skills; Presentation skills; Research skills (quantitative and qualitative); Analysis skills; Negotiation skills; Driving; Influencing skills; Time management skills; Networking skills.

KEY RESPONSIBILITIES:

*Manage the drafting of contracts and agreements; *Conduct a legal evaluation of contracts and other documents to ensure that the department complies with legislation; *Ensure the provision of a functional legal advisory service to the department and its clients; *Prepare legal opinions and memorandums of advice; *Draft specimen (pro-forma) project, service level and other agreements to ensure the fulfilment of the Departmental mandate/obligation; *Facilitate the litigation process and provide advice in respect of litigation; *Provide legal representation in arbitration and/or court proceedings; *Prepare comments and/or submissions in respect of proposed legislation and/or policies; *Prepare high level reports in respect of the work undertaken by the sub directorate; *Manage effective financial, human and other resources of the component to ensure the achievement of objectives.

ENQUIRIES: Ms. OG Anderson TELEPHONE: 033 392 6415.

CHIEF DIRECTORATE: SPECIAL PROJECTS

POST TITLE: CONTROL ENGINEERING TECHNICIAN (3- year contract)

SALARY: R 499 275 – 570 657.00 PER ANNUM (Salary will be in accordance with OSD determination) – GRADE A

CENTRE: PIETERMARITZBURG

REFERENCE: CET SP 06/2023

REQUIREMENTS:

Applicants must be in possession of possession of Matric plus a Degree, B-Tech or National Diploma in Civil/Structural Engineering or relevant qualification. Six years post qualification technical (Engineering) experience. A valid driver's license, registration with ECSA as Engineering Technician.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

Knowledge of Project management, Knowledge of technical design and analysis, Knowledge of legal compliance; Research and development skills, Computer-aided engineering applications skills, Computer skills, Technical report writing skills; Technical knowledge of structural assessment skills, Quantification and compiling bill of quantities skills, Planning and organizing skills, Communication skills, Problem solving skills; Decision making skills; Teamwork, Creativity, Change management, Self-management, Creativity, Customer focus and responsiveness.

KEY RESPONSIBILITIES

*Manage technical services; *Manage administrative and related functions; *Research and development; *Manage Technical aspect of the project and reporting; *Manage compliance with regulatory bodies; *Manage certification of work done prior to certification of payments. *Manage the implementation of Labour-Intensive Methods & activities.

Enquiries: Mr TA Goba TELEPHONE: 033 392 6415.

OR

POST TITLE: CANDIDATE ENGINEERING TECHNICIAN (3- year contract)
SALARY: R 306 420.00 PER ANNUM (Salary will be in accordance with OSD determination)
CENTRE: PIETERMARITZBURG

REFERENCE: ET PP 07/2023

REQUIREMENTS:

Applicants must be in possession of a National Diploma in Engineering or relevant qualification. A valid driver's license. Compulsory Registration with ECSA as a Candidate Engineering Technician. A valid driver's license.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

Knowledge of Project management, Knowledge of technical design and analysis, Knowledge of legal compliance; Research and development skills, Computer-aided engineering applications skills, Computer skills, Technical report writing skills; Planning and organizing skills, Communication skills, Problem solving skills; Decision making skills; Teamwork, Creativity, Change management, Self-management, Creativity, Customer focus and responsiveness

KEY RESPONSIBILITIES:

*Render technical services under supervision; *Perform administrative and related functions;
*Research and development.

ENQUIRIES: Mr. TA Goba TELEPHONE: 033 392 6415.

POST TITLE: PROJECT MONITOR: SPECIAL PROJECTS (3 Posts)
(3-year Contract)
SALARY: R 527 298.00 PER ANNUM- LEVEL 10
CENTRE: PIETERMARITZBURG
REFERENCE: PM SP 06/2023

REQUIREMENTS:

Applicants must be in possession of a Degree/ National Diploma in Housing, Disaster Management, Public Admin/ Management and Built environment coupled with a minimum of three years relevant experience. A valid driver's license.

ESSENTIAL KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

Knowledge of project management principles and methodologies; Knowledge of legal compliance with building industry norms and standards; Solutions-orientated; Decision making skills; Analytical skills; Computer skills; Planning and organizing; Problem solving and analysis; Project management skills; Research and development skills; Technical report writing; Networking; Creativity; Occupation Health and Safety; Organizing skills; Communication skills; Self-management; Customer focus and responsiveness; Interpersonal skills; Teamwork; Willing to work extra hours.

KEY RESPONSIBILITIES:

*Ensure effective management of Temporary Emergency Accommodations; *Manage day-to-day operational aspects of a project and scope for disaster interventions; *Coordinate the provision of disaster interventions throughout the Province; *Liaise with relevant structures on disaster related projects; *Coordinate the implementation of Public Employment Programmes throughout the Province; *Manage the provision of responses of queries/deputes from all TEAs; *Reporting on financial & non-financial aspects of disaster related projects; *General monitoring of the OHS of all TEAs including the basic services.

ENQUIRIES: MR. V.T CELE TELEPHONE: 033 392 6403

DIRECTORATE: SUPPLY CHAIN MANAGEMENT
POST TITLE: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT
(3-year contract)
SALARY: R 424 104.00 PER ANNUM - Level 09
CENTRE: DURBAN
REFERENCE: ASD SCM 07/2023

REQUIREMENTS:

Applicants must be in possession of a Grade 12 / Matric certificate; a National Diploma in Supply Chain Management / Logistics Management, or a Bachelor's Degree in Supply Chain Management or Logistics Management, alternatively a National Diploma in Public Administration / Management with at least 10 years' experience in Supply Chain Management with a minimum of 3 years' supervisory experience in Supply Chain Management. Exposure in built environment procurement processes and managing of fixed term contracts / panels will be an added advantage. Computer literacy. A valid driver's license.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

Knowledge of Supply Chain Management and related policies; Knowledge of Public Finance Management Act; Knowledge Preferential Procurement Policy Framework Act, Knowledge of Treasury Regulations Management; Knowledge of Supply Chain Management Delegations; Infrastructure Program Implementation Plan, Infrastructure Management Systems, Infrastructure Reporting model, NHBRC guidelines, CIDB guidelines, Computer literacy; Good communication skills; Leadership skills; Management skills; Supply Chain Management skills; Problem solving skills; Motivation skills; Ability to think holistically i.e. to be able to take all scenarios into account; Able to work independently and with line functions; Must be able to work with staff (professional, technical and administrative); Be self-confident; Able to make decisions independently; Must be a good communicator; Ability to train staff (both internal & external).

KEY RESPONSIBILITIES:

*Reporting on all infrastructure procurement, *Develop and review Built environment panels systems. Advise on procurement strategies,; *Understanding of the infrastructure procurement policies and procedures as well as Human Settlements environment, policies and procedures; Review policies *Display high levels of ethics and confidentiality; Promote Enterprise Development programmes and initiatives *Compile and submit reports in the prescribed formats to relevant authorities; *Safeguarding of SCM and Departmental information; *Supervise, monitor, analyze and determine actions to ensure proper management of the Departmental (Built Environment) panels; *Supervision of staff.

ENQUIRIES: Mr. HS Mthembu TELEPHONE: 031 336 5127.

(This post is being re-advertised, applicants who previously applied are encouraged to re-apply)

CLOSING DATE: 21 JULY 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. **Relevant qualification, Identity document and a valid South African driver's license (where necessary) will be required on or before the date of the interview from shortlisted candidates.** 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). 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.