



## **KWAZULU-NATAL PROVINCE**

**HUMAN SETTLEMENTS  
REPUBLIC OF SOUTH AFRICA**

### **PROJECT MONITOR: SPECIAL PROJECTS (3 Posts)**

**(3 Months Contract)**

**(LEVEL 10)**

**SALARY: R 491 403.00 PER ANNUM**

**CENTRE: PIETERMARITZBURG**

**(Reference Number: PM SP 03/2023)**

**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.

**Knowledge, Skills, and Competencies:** 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 organising; Problem solving and analysis; Project management skills; Research and development skills; Technical report writing; Networking; Creativity; Occupation Health and Safety; Organising skills; Communication skills; Self-management; Customer focus and responsiveness; Interpersonal skills; Teamwork; Willing to work extra hours.

**The successful candidate will perform the following Key Performance Areas:**

\*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 related to the above-mentioned post can be directed to Mr. V.T Cele on 033 392 6403**

## **CLOSING DATE: 31 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 Mr. SD Mthethwa or hand-deliver to 353-363 Dr Pixley ka Seme Street, Murchison Passage, Eagle Building, Durban, Ground Floor.**