



## **KWAZULU-NATAL PROVINCE**

**HUMAN SETTLEMENTS**  
**REPUBLIC OF SOUTH AFRICA**

### **VACANCY NOTICE NUMBER 7 OF 2023**

#### **SENIOR STATE ACCOUNTANT: EXPENDITURE CONTROL**

**SALARY: R 359 517.00 PER ANNUM – LEVEL 08**

**CENTRE: DURBAN**

Reference Number: SSA: EC 06/2023

#### **REQUIREMENTS:**

Applicants must be in possession of a Degree/National Diploma in Financial Management and Grade 12 certificate with Accounting or Mathematics, Minimum of 3-year financial accounting experience and computer literacy. A valid driver's license.

#### **ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES:**

Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, PSA, Financial Manual); Knowledge of basic financial operating systems (PERSAL, BAS, etc.), Financial Administration/Accounting skills; Communication skills; Analytical skills; Writing and Time management skills; Organizing skills; Dedicated and able to work under pressure; Team oriented; Flexible and dynamic and willingness to learn.

Job knowledge: Interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of figures; Computer operating skills; Planning and organization; Language; Good verbal and written communication skills; Basic numeracy skills; Ability to perform routine tasks; Ability to operate office equipment.

#### **KEY RESPONSIBILITIES:**

\*Coordinate and oversee the payment processes in the division; \*Control payment register in the division; \*Verify and validate the correctness of payments in terms of voucher control policies; \*Plan, monitor and assess personnel performance.

**Enquiries: Mrs. NF Hlophe Telephone: 031 336 5431.**

**CHIEF WORKS INSPECTOR (3 posts)**  
**SALARY: R 359 517.00 PER ANNUM – LEVEL 08**  
**CENTRE: UGU DISTRICT**

Reference Number: CWI UG 06/2023

**REQUIREMENTS:**

Applicants must be in possession of Matric plus a National Diploma in Built environment or equivalent or N6 and a passed trade test in built environment. More than 3 years appropriate experience. A valid driver's license.

**ESSENTIAL 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.

**KEY RESPONSIBILITIES**

\*Identify needs and requirements of new work and repairs through the investigation of customer complaints and new service required; \* Render an inspection service of work done on new projects and existing structures; \* Analyse and compile relevant project documents for new and existing structures; \* Manage the activities of contractors on project sites; \* Gather and submit information in terms of the extended public works programme; \* Supervise the performance and conduct of Works Inspectors.

**Enquiries: Mr. MF Yengwa Telephone: 033 845 2000.**

**CHIEF WORKS INSPECTOR (3-year contract)**  
**(Property Management)**  
**SALARY: R 359 517.00 PER ANNUM – LEVEL 08**  
**CENTRE: DURBAN**

Reference Number: CWI PM 07/2023

**REQUIREMENTS:**

Applicants must be in possession of Matric plus a National Diploma in Built environment or equivalent or N6 and a passed trade test in built environment. More than 3 years appropriate experience. A valid driver's license.

**ESSENTIAL 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.

**KEY RESPONSIBILITIES:**

\*Identify needs and requirements of new work and repairs through the investigation of customer complaints and new service required; \* Render an inspection service of work done on new projects and existing structures; \* Analyse and compile relevant project documents for new and existing structures; \* Manage the activities of contractors on project sites; \* Gather and submit information in terms of the extended public works programme; \* Supervise the performance and conduct of Works Inspectors.

**Enquiries: Mr. NE Dhooma Telephone: 031 319 3617.**

**CHIEF WORKS INSPECTOR (3-year contract)  
SALARY: R 359 517.00 PER ANNUM – LEVEL 08  
CENTRE: UMKHANYAKUDE DISTRICT**

Reference Number: CWI UMK /2023

**REQUIREMENTS:**

Applicants must be in possession of Matric plus a National Diploma in Built environment or equivalent or N6 and a passed trade test in built environment. More than 3 years appropriate experience. A valid driver's license.

**ESSENTIAL 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.

**KEY RESPONSIBILITIES:**

\*Identify needs and requirements of new work and repairs through the investigation of customer complaints and new service required; \* Render an inspection service of work done on new projects and existing structures; \* Analyse and compile relevant project documents for new and existing structures; \* Manage the activities of contractors on project sites; \* Gather and submit information in terms of the extended public works programme; \* Supervise the performance and conduct of Works Inspectors.

**Enquiries: Mr. ZS Mbonane Telephone: 035 874 8002.**

**CHIEF WORKS INSPECTOR (7 posts)**  
**(3-year contract)**  
**(Priority Programmes)**  
**SALARY: R 359 517.00 PER ANNUM – LEVEL 08**  
**CENTRE: PIETERMARITZBURG**

Reference Number: CWI SP 06/2023

**REQUIREMENTS:**

Applicants must be in possession of Matric plus a National Diploma in Built environment or equivalent or N6 and a passed trade test in built environment. More than 3 years appropriate experience. A valid driver's license.

**ESSENTIAL 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.

**KEY RESPONSIBILITIES:**

\*Identify needs and requirements of new work and repairs through the investigation of customer complaints and new service required; \* Render an inspection service of work done on new projects and existing structures; \* Analyze and compile relevant project documents for new and existing structures; \* Manage the activities of contractors on project sites; \* Gather and submit information in terms of the extended public works programme; \* Supervise the performance and conduct of Works Inspectors.

**Enquiries: Mr. TA Goba Telephone: 033 392 6415.**

**TECHNICAL SUPPORT OFFICER: EMERGENCY INTERVENTIONS**  
**(2 posts) (3-year contract)**  
**SALARY: R 359 517.00 PER ANNUM – LEVEL 08**  
**CENTRE: PIETERMARITZBURG**

Reference Number: TSO 06/2023

**REQUIREMENTS:**

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

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES:**

Must have knowledge of disaster relief or response programmes; quality assessment skills; understanding of Emergency Housing Programme; Able to administer database and record keeping; Possess communication & stakeholder management skills,

Project Management skills; Project finance management skills; intergovernmental relation skills; facilitation skills; Must be able to consolidate data; planning skills and be able to work under pressure; Willing to work extra hours.

**KEY RESPONSIBILITIES:**

\*Facilitate the daily up keep and running of Transitional Emergency Accommodation (TEA); \*Liaise with various stakeholders to ensure full support on operation matters on TEAs\*Contract monitoring for each TEA; \*Record emergency housing enquiries; \* Update Emergency Housing financial & non-financial monthly reports for each TEA; \*Facilitate and track invoices for payments to service providers of each programme; \*Facilitate Emergency Housing stakeholders workshops and meetings; \*Implement structural monitoring tool for various disaster interventions; \*Manage records of all TEAs occupants; \*attend to queries and disputes from all TEAs.

**Enquiries: Mr. V.T Cele Telephone: 033 392 6403.**

**WORKS INSPECTOR (3-year contract)**

**SALARY: R 241 485.00 PER ANNUM – LEVEL 06**

**CENTRE: INLAND REGION**

Reference Number: WI IR 06/2023

**REQUIREMENTS:**

Applicants must be in possession of Matric plus a National Diploma in Built environment or equivalent or N3 and a passed trade test in built environment. A valid driver's license.

**ESSENTIAL 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.

**KEY RESPONSIBILITIES:**

\*Render a basic inspection service of work done on minor new and existing structures on project a basis; \*Analyze and compile relevant documentation for work to be done on minor new and existing structures; \*Oversee the work of contractors; \*Gather and submit information in terms of the extended public works programme (EPWP).

**Enquiries: Mr. TE Magagula Telephone: 033 845 2021.**

**ACCOUNTING CLERK: EXPENDITURE CONTROL  
SALARY: R 202 233.00 PER ANNUM – LEVEL 05  
CENTRE: DURBAN**

Reference Number: AC: EC 06/2023

**REQUIREMENTS:**

Applicants must be in possession of Grade 12 certificate with Accounting or Mathematics, 1-year financial accounting experience and computer literacy. Financial related qualification will be an added advantage.

**ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES:**

Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, PSA, Financial Manual); Knowledge of basic financial operating systems (PERSAL, BAS, etc).

Job knowledge: Interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of figures; Computer operating skills; Planning and organization; Language; Good verbal and written communication skills; Basic numeracy skills; Ability to perform routine tasks; Ability to operate office equipment.

**KEY RESPONSIBILITIES:**

\*Render Financial Accounting transactions; \*Perform Bookkeeping support services; \*Perform secretarial duties and administration duties.

**Enquiries: Mrs. NF Hlophe Telephone: 031 336 5431.**

**Directions to applicants:** Applicants using the manual application process must ensure that the new Z83 application form (obtainable from any Public Service institution) is completed, duly signed and initialled as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted.

**Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement.** If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application.

**NB: All shortlisted candidates may be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Department.**

Applications must be posted to: The Head of Department, KwaZulu-Natal Department of Human Settlements, Private Bag X 54367, Durban, 4000 or hand delivered to: The Director: Human Resource Management, Department of Human Settlements, Ground Floor, Murchison Passage, 353-363 Dr Pixley ka Seme Street, Durban, 4001 and marked for the attention of Ms. N Mungwe.

Interested applicants can visit the following website at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) for full posts details.

“Applicants are encouraged to apply for posts through the online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) or submit their Z83 and CV directly to the following email address [recruitment@kzndhs.gov.za](mailto:recruitment@kzndhs.gov.za).

Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs).”

Following the interview and technical exercise candidates recommended for appointment at the SMS level will be required to produce a Pre-entry certificate for the course offered by the National School of Government (NSG) prior to their appointment. The course is available at the NSG under the name Certificate for entry into and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme>.

The KwaZulu-Natal Provincial Government is an equal opportunity, affirmative action employer and preference will be given to suitably qualified candidates from designated groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make these appointments.

**CLOSING DATE: 25 AUGUST 2023.**

**NB: THESE POSTS HAVE BEEN ADVERTISED BEFORE WITH A CLOSING DATE OF 28 JULY 2023, APPLICANTS WHO PREVIOUSLY APPLIED NEED NOT TO RE-APPLY THEIR APPLICATIONS WILL STILL BE CONSIDERED.**