



KWAZULU-NATAL PROVINCE
HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA

353-363 Dr Pixley Ka Seme Street, Murchies Passage, Eagle Building, Durban 4001, Private Bag X 54367, Durban 4000 Tel: 031 336 5213, Fax: 031 336 5141, Enquiries: Recruitment. Website: www.kzndhs.gov.za.

HRM VACANCY CIRCULAR NO. 7 OF 2023

Vacancies in the department of KZN Human Settlements

To all Employees within KZN Human Settlements/ Components/ Regional Offices/ Agencies/ Supervisors

1. Introduction

The aim of this circular is to distribute advertisements of vacancies within the the Province of KwaZulu-Natal.

2. Directions to applicants

Applications must be submitted individually in the prescribed NEW Z83 form, obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae, certified copies of relevant documents will be required on or before the date of the interview from shortlisted candidates. Faxed or electronic copies will not be considered. Candidates will be subjected to a vetting process.

It is the applicant's responsibility to have foreign qualifications assessed for equivalent by the South African Qualification Authority (SAQA)

Applications must indicate the reference number of the vacancy in their applications.

Applications that do not comply with the above- mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill post. Recommended candidates will be subjected to vetting prior to an offer of appointment being made. Candidates are expected to be contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application unsuccessful should you not be contacted within this period. Please note that further communication shall be restricted to those candidates who have been shortlisted.

Applications requiring additional information regarding an advertised post must direct their enquiries to person/s in the advertisement. The department reserves the right not to fill an advertised post(s). Department of Human Settlements in KZN is an equal opportunity employer and encourages applications from women and people with disabilities. Applicants within the KZN Human Settlements will be given priority.

Applications may be hand-delivered to 353-363 Dr Pixley Ka Seme Street, Murchies Passage, Eagle Building, Durban, Ground Floor or posted to: The Head of Department, Department of Human Settlements, Private Bag x 54367, Durban 4000. For attention: Mr. SD Mthethwa.

Closing Date: 28 JULY 2023.

3. Directions to all Heads of Departments/Components/Regions Offices/ Agencies/Supervisors.

The contents of this circular must be brought to the attention of all employees within the Province of KwaZulu-Natal.



HEAD OF DEPARTMENT
KZN HUMAN SETTLEMENTS



DATE



KWAZULU-NATAL PROVINCE

**HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA**

SENIOR STATE ACCOUNTANT: EXPENDITURE CONTROL LEVEL 08

**SALARY: R 359 517.00 PER ANNUM
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.

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.

The successful candidate will perform the following Key Performance Areas:

*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 related to the abovementioned post can be directed to: Mrs. NF Hlophe at 031 336 5431.

**CHIEF WORKS INSPECTOR (3 posts)
(LEVEL 08)
SALARY: R 359 517.00 PER ANNUM
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.

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:

*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 related to the above-mentioned posts can be directed to: Mr MF Yengwa at 033 845 2000.

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

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:

*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 related to the above-mentioned posts can be directed to: Mr NE Dhooma at 031 319 3617.

**CHIEF WORKS INSPECTOR (3-year contract)
(LEVEL 08)**

**SALARY: R 359 517.00 PER ANNUM
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.

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:

*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 related to the above-mentioned posts can be directed to: Mr ZS Mbonane at 035 874 8002.

**CHIEF WORKS INSPECTOR (7 posts)
(3-year contract)
(Priority Programmes)
(LEVEL 08)**

**SALARY: R 359 517.00 PER ANNUM
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.

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:

*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 related to the above-mentioned posts can be directed to: Mr. TA Goba at 033 392 6415.

TECHNICAL SUPPORT OFFICER: EMERGENCY INTERVENTIONS
(2 posts)
(3-year contract)

(LEVEL 8)
SALARY: R 359 517.00 PER ANNUM
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.

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.

The successful candidate will perform the following Key Performance Areas:

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

WORKS INSPECTOR
(3-year contract)
(LEVEL 06)
SALARY: R 241 485.00 PER ANNUM
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.

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:

*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 related to the above-mentioned posts can be directed to: Mr. TE Magagula at 033 845 2021.

**ACCOUNTING CLERK: EXPENDITURE CONTROL
LEVEL 05
SALARY: R 202 233.00 PER ANNUM
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.

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.

The successful candidate will perform the following Key Performance Areas:

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

Enquiries related to the abovementioned post can be directed to: Mrs. NF Hlophe at 031 336 5431.

CLOSING DATE: 28 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.