



## **KWAZULU-NATAL PROVINCE**

**HUMAN SETTLEMENTS**  
REPUBLIC OF SOUTH AFRICA

### **ASSISTANT DIRECTOR: FINANCIAL CONTROL (LEVEL 09)**

**SALARY: R 376 596.00 pa**

**CENTRE: DURBAN**

(Reference Number: AD FC 06/2021)

**Requirements:** Applicants must be in possession of National Diploma/Degree in Financial Management or Accounting coupled with a minimum of 3 years' experience at supervisory level. Computer literate. A valid driver's license.

**Knowledge, Skills and Competencies:** Knowledge of PFMA; Knowledge of Treasury Regulations; Knowledge of BAS; Knowledge of Persal; Conflict management; Knowledge of Personnel matters; Knowledge of Transport matters; Knowledge of Loss Control matters; Knowledge of Labour Relations; Knowledge of Financial Management; Project Management skills; Analytical skills; Verbal and written communication skills; Time management skills; Organizing skills; Computer skills; Flexible, innovative, dedicated; Able to work under pressure.

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

\*Facilitate payroll administration process of the department; \*Facilitate the administration of garnishees in the department; \*Monitor all investigations to ensure the recovery of state losses; \*Facilitate voucher control administration function; \*Plan, monitor and evaluate staff performance within the division; \*Implement and advise on relevant policies, procedures and practice notes.

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

**DEPUTY DIRECTOR-GENERAL: SUSTAINABLE HUMAN SETTLEMENTS  
(LEVEL 15):  
CENTRE: DURBAN  
SALARY PACKAGE: R 1 521 591.00 PER ANNUM  
(Reference Number: DDG 06/2021)**

***All-inclusive remunerative package of which consists of basic salary (60% of a package, State's contribution to the Government Employee Pension Fund and Flexible portion can be structured in terms of the applicable rules), subject to the signing of an employment contract, performance agreement and disclosure of financial interests.***

**Requirements:** Applicants must be in possession of an undergraduate qualification and a postgraduate qualification in Built Environment at NQF level 8 as recognized by SAQA coupled with 8-10 years' experience at public sector senior managerial level. A valid driver's license. Professional registration will be an added advantage. 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 the Constitution of South Africa, Knowledge and Understanding of Housing related Legislations and Policies, Knowledge of Financial management, Human Resource Management, Breaking New Ground Policy and Social Housing Policy, Knowledge of Medium density housing programme chapter 14 of the housing code, White paper on housing and Public finance management Act,

The suitable candidate should have Strategic and strong leadership skills, strong communication skills, Project management skills, Financial management skills, problem solving analysis, People management and empowerment, client orientation and customer focus, Monitoring and evaluation skills, Ability to negotiate at a higher level, Negotiation and relationship building skills, Time management skills

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

\*Develop, coordinate, monitor and evaluate strategies to accelerate housing delivery in the Province; \*Facilitate the implementation of housing delivery plans through effective project management; \*Facilitate and drives the administration of state owned properties and the development of rental stock in the Province; \*Generate and develop financial interventions and revenue through partnership initiative; \*Executes all functions for the programme manager and ensure the effective utilization of resources.

**Enquiries related to the post can be directed to: Mr. MOS Zungu at 033 392 6400.**

**CHIEF DIRECTOR: SUSTAINABLE HUMAN SETTLEMENTS  
(LEVEL 14)**

**SALARY PACKAGE: R 1 251 183.00 pa**

**CENTRE: DURBAN**

(Reference Number: CD PM 06/2021)

**Requirements:** Applicants must be in possession of a Degree at NQF level 7 as recognized by SAQA, in Project Management / Construction Management/Housing Development coupled with 5 years' experience at senior managerial level. A valid driver's license. 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 Acts; Knowledge of Legislations; Knowledge of Criminal Act; Extensive knowledge of legal interpretations; Knowledge of BBE Acts; Knowledge of Treasury Regulations and guideline; Knowledge of the Constitution of South Africa; In depth knowledge of Procurement Policies and Acts; Knowledge of 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; Presentation skills; Analytical skills; Interpersonal relation skills; Computer skills; Strategic Planning skills; Research skills; Financial management skills; Time management skills; Report writing skills; Problem solving skills; Communication skills; Conflict management skills; Change management skills; Project management skills; Decision making skills; Chairing of meetings; Time frame driven Confidentiality; Proactive; Honesty; Integrity; Professionalism; Punctual; Service oriented; Ability to work under pressure; Flexibility to work extra hours; Team orientated; Quick thinker.

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

\*Ensure the creation of sustainable human settlements throughout the province;  
\*Manage the state owned property and facilitate home ownership through relevant policies; \*Ensure effective administration of housing subsidy system in the department; \*Ensure effective administration of contracts to fast-track housing development projects; \*Ensure provisioning of special projects; \*Ensure effective and efficient management of human, financial resources of the chief directorate and co-ordinate projects.

**Enquiries related to the post can be directed to: Mr. MOS Zungu at 033 392 6400.**

**CANDIDATE CONSTRUCTION PROJECT MANAGER (3-YEAR CONTRACT)**  
**SALARY: R 618 732.00 per annum. [Salary is OSD-related]**  
**CENTRE: HARRY GWALA DISTRICT**  
**(Reference Number: CCPM: HGD 06/2021)**

**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.

**KNOWLEDGE, SKILLS AND COMPETENCIES:** 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 PERFORMANCE AREAS:** 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

**PROFESSIONAL CONSTRUCTION PROJECT MANAGER**  
**SALARY: GRADE A TO C: R718 059 – R 1 090 458.00 pa [Salary is OSD-related]**  
**CENTRE: HARRY GWALA DISTRICT**  
**(Reference Number: PCPM: HGD 06/2021)**

**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.

**KNOWLEDGE, SKILLS AND COMPETENCIES:** 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 PERFORMANCE AREAS:** 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 related to the above-mentioned posts can be directed to: Ms L Kafile at 031 319 3738.**

**CONTROL WORKS INSPECTOR**  
**LEVEL 10**  
**SALARY: R 470 040.00 PER ANNUM**  
**CENTRE: Amajuba District**  
**(Reference Number: CWI AD 06/2021)**

**Requirements:** Applicants must be in possession of Matric plus a National Diploma (T/N/S streams) or equivalent or N6 and a passed trade test in built environment. More than six 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:**

\*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 related to the above-mentioned post can be directed to: Mr. SMM Ngobese at 031 336 5183.**

**CONTROL WORKS INSPECTOR  
LEVEL 10  
SALARY: R 470 040.00 PER ANNUM  
CENTRE: uMzinyathi District  
(Reference Number: CWI UMZ 06/2021)**

**Requirements:** Applicants must be in possession of Matric plus a National Diploma (T/N/S streams) or equivalent or N6 and a passed trade test in built environment. More than six 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:**

\*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 related to the above-mentioned post can be directed to: Mr. SMM Ngobese at 031 336 5183.**

**DEPUTY DIRECTOR: INTEGRATED PLANNING AND GIS  
(LEVEL 11)**

**SALARY: R 733 257.00 pa  
CENTRE: KING CETSWAYO DISTRICT  
(Reference Number: DD IP 06/2021)**

**Requirements:** Applicants must be in possession of a Degree/B Tech Degree in Town and Regional Planning coupled with a minimum of 3 years junior management/middle management experience. Registration with SACPLAN as Technical/Professional Planner. A valid driver's license.

**Knowledge, Skills and Competencies:** 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.

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

\*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 related to the above post can be directed to: Mr. LG Biyela at 031 336 5403.**



**ASSISTANT DIRECTOR: POLICY AND PRODUCT DEVELOPMENT  
(LEVEL 10)**

**CENTRE: DURBAN**

**SALARY: R 470 040.00 pa**

(Reference Number: AD PD 06/2021)

**Requirements:** Applicants must be in possession of a Bachelor's degree/National Diploma in Development studies or Social Sciences coupled with 3 years relevant work experience in research or policy development. Computer literacy. A valid driver's license.

**Knowledge, Skills and Competencies:** Knowledge of Human Settlements policies and legislation; Understanding of research processes and Human Settlements development processes; Understanding local government systems and structures as they relate to the Constitutional mandate of Municipalities to plan and develop Human Settlements; Interpretation skills; Research skills; Analytical and innovative thinker; Policy development and review skills; Project management skills; Communication skills; Presentation skills; Report writing skills; Organizational skills; Basic budgeting and planning skills; Innovative thinker; Open and transparent; Professional; Consultative; Team orientation; Dynamic; Articulate and well spoken.

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

\*Undertake research on Housing Policy and related matters; \*Develop Provincial Policy and guidelines; \*Promoting the provinces Housing Needs Register and Housing Allocations Policy; \*Communication of Policy to stakeholders; \*Undertake monitoring, evaluation and analysis of National and Provincial and Housing Policies; \*Provide guidance and advice on Housing Policy; \*Supervision of staff.

**Enquiries related to the abovementioned posts can be directed to: Ms. D Duval at 031 336 5363.**

**DEPUTY DIRECTOR: COMPLAINTS MANAGEMENT SERVICES**  
**LEVEL 12**  
**SALARY: R 869 007.00 PER ANNUM**  
**CENTRE: DURBAN**  
**(Reference Number: DD: RHT 06/2021)**

**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.**

## **CLOSING DATE: 08 OCTOBER 2021**

### **NOTE**

:Applications must be submitted on the prescribed applications form signed Z83 application form (which must be originally signed) and must be 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 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.**