



human settlements

**Department:
Human Settlements
PROVINCE OF KWAZULU-NATAL**

DIRECTOR: HUMAN RESOURCES MANAGEMENT

(LEVEL 13)

SALARY: R 1 057 326 PER ANNUM (All-inclusive package)

CENTRE: DURBAN

Reference Number: D: HRM-08/2019

Requirements: Applicants must be in possession of an appropriate Bachelor's Degree or NQF Level 7 as recognized by SAQA, coupled with a minimum of 5 years middle management experience in Human Resource Management environment. 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 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: Extensive knowledge in various Acts and Regulations that govern Human Resource practices. Knowledge and understanding of change management. Knowledge and understanding of applicable Public Service prescripts. Knowledge of Public Finance Management Acts and Treasury Regulations. Good communication skills. Conflict management skills, Computer literacy. Language skills. Project management and financial management skills. Time management skills. Ability to work under pressure. Flexibility to work long and extra hours.

The successful candidate will perform the following key Performance Areas:

*Ensure provision of Human Resource Administration; *Provide Human Resource Planning and Information Management System services; *Ensure effective promotion of sound labour relations in the department; *Ensure effective implementation of Employee Health and Wellness Programme and strategies; *Manage the development and implementation of policies; *Manage effective utilization of the directorate and budget.

Enquiries related to the above-mentioned post can be directed to: Mr. WJ Ziqubu at 031 372 1802.

DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES

(LEVEL 11)

SALARY PACKAGE: R 733 257.00 PER ANNUM

CENTRE: DURBAN

Reference Number: DD: ADM 08/2019)

Requirements: Applicants must be in possession of a Degree/National Diploma in Public Administration coupled with a minimum of 3 years junior management experience in Administration. A valid driver's licence.

Knowledge, Skills and Competencies: Knowledge of the public sector; Knowledge of Service delivery; Knowledge of Public Service Act and Public Service Regulations; Knowledge of Policy development; Knowledge of Human Resource Practices; Setting norms and standards; Knowledge of PFMA; Knowledge of Archives Act; Knowledge of Occupational Health and Safety; Leadership skills; Communication skills; Computer literacy; Interviewing skills; Organizing skills; Presentation skills; Time management skills; Project management skills; Research skills; Analytical thinking; Negotiation skills; Motivation skills; Influencing skills; Chairing of meetings; Facilitation skills; Driving; Interpersonal Relations; Service oriented; Integrity; Willing to learn and travelling; Well disposed towards people; Process oriented; Ability to work under pressure; Quick thinker; Flexible and open to challenges.

The successful candidate will perform the following key Performance Areas:

*Manage the rendering of overall general support services, registry services, telephone, transport, office accommodation, security services in the Head Office, Regional Offices in the department; *Ensure that the Occupational Health and Safety measures are in place in the department; *Manages the effective utilization of the Sub-directorate resources to ensure the achievement of the Sub-directorate objectives; *Ensure the availability, development and implementation of proper general support policies in the Department; *Ensure that the working environment is clean, conducive to staff and administer the security services in the department.

Enquiries related to the abovementioned post can be directed to: Mrs JM Shezi at 031 336 5406.

DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES

(LEVEL 11)

SALARY PACKAGE: R 733 257.00 PER ANNUM

CENTRE: PIETERMARITZBURG

Reference Number: DD: SS 08/2019)

Requirements: Applicants must be in possession of a National Diploma/Degree in Public Management coupled with 3-5 years management experience. A valid driver's license.

Knowledge, Skills and Competencies: Working knowledge of the Public Service; Knowledge of Public Service Regulations; Knowledge of Public Finance Management Act; Knowledge of Housing Policies and Regulations; Knowledge of Occupational Health and Safety Act; Knowledge of Road Traffic Act; Knowledge of White Paper in Housing; Knowledge of Project Management; Knowledge of the Constitution of South Africa; Knowledge of Promotion of Access of Information Act; Financial management skills; Communication skills (written & verbal); Project management skills; Conflict management skills; Facilitation skills; Interpersonal skills; Presentation skills; Research skills; Influencing skills; Motivation skills; Strategic thinking skills; Time management skills; Driving; Computer skills; Willingness to learn and travelling; Ability to work in a team building; Client/customer focus (both internal & external); Working under pressure; Work irregular hours; Flexible and open to challenges; Service oriented; Integrity; Quick thinker.

The successful candidate will perform the following key Performance Areas:

*Provide office accommodation and other auxiliary support services in the region; *Provide transport services and records management services in the region; *Provide human resource administration support in the region; *Provide stores administration, procurement and financial services in the region; *Manage effective, efficient utilization of human resources of the sub-directorate.

Enquiries related to the abovementioned post can be directed to: Mr. TE Magagula at 033 845 2021.

CHIEF WORKS INSPECTOR

(LEVEL 08)

SALARY: R 316 791.00 PER ANNUM

CENTRE: UGU DISTRICT

(Reference Number: CWI UG 08/2019)

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 Area:

*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/ interns .

Enquiries related to the above-mentioned posts can be directed to: Ms L Kafile at 031 319 3738.

CANDIDATE CONSTRUCTION PROJECT MANAGER (5-YEAR CONTRACT)

SALARY: R 618 732.00 per annum. [Salary is OSD-related]

CENTRE: UMZINYATHI DISTRICT

(Reference Number: CCPM: AD 08/2019)

REQUIREMENTS: 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 on appointment.

KNOWLEDGE, SKILLS AND COMPETENCIES: Knowledge of project management principals and methodologies. Knowledge of legal compliance with building industry norms and standards. 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:- Provide inputs to Construction Project Manager with tender administration; 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: UMZINYATHI DISTRICT

(Reference Number: PCPM: AD 08/2019)

REQUIREMENTS: 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 on appointment. 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, and Manage the projects' budgets and resources. Office Administration in terms of:- 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: Mr ZS Mbonane at 035 874 8003.

CANDIDATE CONSTRUCTION PROJECT MANAGER (5-YEAR CONTRACT)

SALARY: R 618 732.00 per annum. [Salary is OSD-related]

CENTRE: UMZINYATHI DISTRICT

(Reference Number: CCPM: UD 08/ 2019)

REQUIREMENTS: 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 on appointment.

KNOWLEDGE, SKILLS AND COMPETENCIES: Knowledge of project management principals and methodologies. Knowledge of legal compliance with building industry norms and standards. 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:- Provide inputs to Construction Project Manager with tender administration; 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: UMZINYATHI DISTRICT
(Reference Number: PCPM: UD 08/ 2019)

REQUIREMENTS: 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 on appointment. 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, and Manage the projects' budgets and resources. Office Administration in terms of:- 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: Mr ZS Mbonane at 035 874 8003.

CHIEF DIRECTOR: PLANNING AND DEVELOPMENT

LEVEL 14 (5- year contract)

SALARY: R 1 251 183.00 PER ANNUM

(ALL INCLUSIVE SALARY PACKAGE)

CENTRE: DURBAN

(Reference Number: CD: PD 08/2019)

Requirements: Applicants must be in possession of appropriate bachelor's Degree at NQF 7 as recognized by SAQA, coupled with a minimum of 5 years relevant senior management experience. Ability to interact at all levels including Executive, Strategic and Operational levels. A valid driver's licence is required.

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 and understanding of all relevant Public Service prescripts including but not limited to the Public Service Act, the Public Service Regulations, the Public Finance Management Act of 1999, Treasury Regulations. Knowledge of PPPFA, 2017; Knowledge of Preferential Procurement Regulations; Knowledge of BBBEE Act; Knowledge and understanding of legislation, regulations, policies and codes applicable to housing delivery and management. Knowledge and understanding of Local Government prescripts and practice. Knowledge, understanding and experience in budget planning and control. Project management skills. Ability to work long hours and under pressure. Strategic planning and Strategic management skills. Excellent conflict management skills. Ability to perform tasks with minimum supervision. Strong analytical skills. Good written and verbal communication skills.

The successful candidate will perform the following key Performance Areas: *Define research scope and strategies to enhance housing delivery in the province; *Ensure the development, implementation and maintenance of housing policies and strategies; * Facilitate the development of Provincial housing capacity building programme; *Provide efficient product development to support to support the implementation of housing projects; *Ensure the implementation and achievement of Socio-Economic Transformation targets; *Participate in the ESID Cluster and other platforms on Radical Economic Transformation; *Provide equitable, efficient and effective resource allocation to meet housing demand and to ensure achievement of housing objectives through municipal planning processes; *Provide capacity to housing stakeholders to enhance housing delivery; *Ensure that urban planning, including spatial planning, supports the creation of sustainable human settlements; *Participate in the ongoing review of current and new housing technologies; *Strengthen governance and service delivery.

Enquiries related to the abovementioned post can be directed to: Mr. MOS Zungu at 033 392 6434.

DEPUTY DIRECTOR: PRODUCT DEVELOPMENT

LEVEL 12

SALARY: R 869 007.00 per annum (MMS PACKAGE)

CENTRE: DURBAN

(Reference Number: DD PD 08/2019)

Requirements: Applicants must be in possession of a Degree, NQF Level 7 as recognized by SAQA in Policy Development, Public Administration or Development studies or Social Sciences coupled with 3-5 years management experience in Product Development environment. A valid driver's license.

All shortlisted applicants will be required to undergo an assessment.

Knowledge, Skills and Competencies: Extensive knowledge of policy development, analysis and research process; Extensive knowledge of Housing Development and Built Environment, policies and practices; Knowledge Public Service Regulations; Knowledge of policy information systems; Knowledge of Human Resources Management; Knowledge of Financial Management; Knowledge of PFMA; Knowledge of Software Programmes; Knowledge of Research methodologies; Interpersonal skills; Analytical skills; Problem solving skills; Communication skills; Presentation skills; Budget and Financial management skills; Project management skills; Driving skills; Computer literacy; Managerial skills (planning, organizing leading and control); Practical In-service Training; Articulate; Innovative and creative thinker; Strategist; Open and transparent; Professional; Consultative; Team orientation; Dynamic.

The successful candidate will perform the following key Performance Areas:

*To oversee and guide the development of housing policies in the Department; *To lead and co-ordinate research within the province and internationally including alternative building technologies; *To oversee and co-ordinate the monitoring and evaluation of policies and pilot projects; *To oversee and guide the interpretation of national, provincial and intergovernmental policies; *To oversee and guide information sharing on housing policies and research to stakeholders.

Enquiries related to the abovementioned post can be directed to: Ms DA Duval at 031 336 5363.

DEPUTY DIRECTOR: INFORMATION TECHNOLOGY INFRASTRUCTURE AND SECURITY

LEVEL 11

SALARY: R 733 257.00 PER ANNUM (MMS PACKAGE)

CENTRE: DURBAN

(Reference Number: DD IMST 08/2019)

Requirements: A three-year National Diploma or Degree in Information and Communication Technology (ICT) or Computer Science (NQF 7) (Formal tertiary qualifications from an accredited institution) and a minimum of 3 years management experience. Computer literacy in the office software packages. A valid driver's licence.

Knowledge, Skills and Competencies: Knowledge of Public Finance Management Act (PFMA), Knowledge of Public Service Act (PSA) and Public Service Regulations (PSR), Knowledge of the Promotion of Access to Information Act (PAIA) and the Electronic Communications and Transactions Act (ECT) and related legislature, Knowledge of Human Resource prescripts, Labour Relations Act, Skills Development Act, Knowledge of Archives Act, Knowledge of SITA Act and Regulations, Knowledge of Treasury Regulations, Knowledge of National Intelligence Agency IT guidelines, Public Service knowledge of COBIT, Knowledge of global information technology processes, Knowledge of computer hardware and software, Knowledge of computer operating systems

Strategic planning and management skills, financial management skills, time management skills, project/programme management skills, facilitation skills, research skills, problem solving skills, report writing skills, change management skills, communication skills, analytical thinking skills, people management and empowerment skills, influencing, interpersonal and conflict management skills, negotiation and decision making skills

Service orientated, ability to work under pressure, flexibility to work extra hours, team orientated, honesty, integrity, innovative, self-driven, assertiveness, confidentiality

The successful candidate will perform the following Key Performance Areas:

*Manage IT Operations, Systems and Infrastructure, Manage IT Security and IT Business Continuity; *Manage Networks, IT Security and IT Infrastructure projects; *Manage IT procurement; *Manage the provision of IT support services; *Manage resources of the sub-directorate.

**Enquiries related to the above-mentioned post can be directed to: Ms C. Ramphal
Tel. No. 031 336 5297.**

**DEPUTY DIRECTOR: ASSETS AND INVENTORY MANAGEMENT
LEVEL 11
SALARY: R 733 257.00 pa (MMS PACKAGE)
CENTRE: DURBAN
(Reference Number: DD AIM 08/2019)**

Requirements: Applicants must be in possession of a National Diploma/Degree in Supply Chain Management /Public Management/ Auditing/ Accounting or equivalent Qualification in the field of commerce coupled with 3-5 years supervisory experience in Supply Chain Management/ Asset Management or related field. Computer literacy. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of Supply Chain management system (Hardcat, Bas); PFMA; Treasury regulations; SCM Delegation and SCM Practice Notes; PPPFA; Knowledge of Public Service Regulation; Knowledge of HR Practices; Labour Relations Act; Supply chain policies and procedures; Knowledge of BAS; Language skills; Listening skills; Presentation skills; Interpersonal skills; Computer skills; Strategic planning skills; Research skills; Analytical skills; Leadership skills; Financial management skills; Time management skills; Report writing skills; Problem solving skills; Communication skills; Conflict management skills; Change management skills; Project management skills; People management skills; Independent; Time frame driven; Meticulous; Confidential ; Proactive; Honestly; Integrity, Reliability; Patience; Commitment; Professionalism; Culturally sensitive; Perseverance and Punctual.

The successful candidate will perform the following key Performance Areas:

*Manage and implement departmental policy in respect of assets and inventories of the Department, *Ensure efficient and effective assets and inventory control, *Compile Asset Management plans ensure adherence to all relevant prescripts. *Human Resource management system controller for hardcat system, * System controller for hardcat system.

Enquiries related to the above-mentioned post can be directed to: Mr TM Cele at 031 336 5420.

This is a re-advertisement; applicants are encouraged to re-apply if they are still interested.

**ASSISTANT DIRECTOR: PROPERTY TRANSFERS (3-year contract)
(LEVEL 10)**

SALARY: R 470 040.00 pa

CENTRE: DURBAN

(Reference Number: AD PT 08/2019)

Requirements: Applicants must be in possession of a National Diploma/Degree in Property Administration or Public Administration coupled with 3-5 years relevant experience in Property Management. A valid driver's license.

Knowledge, Skills and Competencies: Understanding of the Constitution of RSA, 1996 (Act no. 108 of 1996); In-depth knowledge of National Housing Code; Knowledge of Sectional Title Acts; Deeds Registries Act; Kwa-Zulu Natal Rental Housing Act; Knowledge of Prevention of illegal Eviction and Unlawful Occupation of Land Act; Knowledge of Housing Act; Knowledge of PFMA and MFMA and Treasury Regulations; Knowledge of Breaking New Ground Housing vision; Knowledge of Public Service Act and Public Service Regulations; Knowledge of HR Practices; Knowledge of Public Service Code; Knowledge of Labour Relations Act; Computer skills; Project management skills; Communication skills; Problem solving skills; Presentation skills; Listening skills; Analytical thinking; Conflict management skills; Motivation skills; Policy formulation; Change management; Decision-making; Service oriented; Ability work under pressure; Flexibility to work extra hours; Team oriented; Goal oriented; Receptive to suggestions and new ideas; Open to challenges; Integrity; Honest.

The successful candidate will perform the following Key Performance Areas:

*Facilitate the transfer of properties to beneficiaries through the enhanced extended discount benefit scheme (EEDBS); *Manage sales, letting, after sales on property in the region; *Facilitate the pre-conveyance for transfer of properties to the Municipalities/purchasers; *Facilitate devolution of properties to municipalities and vacant properties; *Manage effective utilization of human resources of the component.

Enquiries related to the above-mentioned post can be directed to: Mr H Ganesh at 031 319 3761.

This is a re-advertisement; applicants are encouraged to re-apply if they are still interested.

CLOSING DATE: 27 SEPTEMBER 2019

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).

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.