



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. 01 OF 2020

Vacancies in the department of KZN Human Settlements

To all heads of Departments within KZN Province/ Components/ Regional Offices/ Agencies/ Supervisors

1. Introduction

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

2. Directions to applicants

Applications must be submitted individually in the prescribed Z83 form, obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae together with certified copies of ALL qualifications, not older than 3 months (Matric certificates must be included), skills or competencies to substantiate compliance with/ adherence to the appointment requirements plus a clear and legible, certified copy of the valid South African bar-coded ID (passports will not be accepted) and valid South African driver's license. Copies of copies OR copies on the blank side of the copy will not be accepted. 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.

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: 21 February 2020.

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

12/02/2020

DATE



human settlements

Department:
Human Settlements
PROVINCE OF KWAZULU-NATAL

CHIEF REGISTRY CLERK

(POST LEVEL 07)

SALARY: R 257 508.00 PER ANNUM

CENTRE: NORTHERN REGION, ULUNDI

(Reference Number: CRC NR 02/2020)

Requirements: Applicants must be in possession of Grade 12 coupled with 3-5 years' experience in registry environment. A certificate in Records Management will serve as a recommendation. A valid driver's license will be an added advantage.

Knowledge, Skills and Competencies: Knowledge of registry duties, practices as well as the ability to capture computer; Working Knowledge and Understanding of the working environment; Understanding of the work in registry. Computer skills; Planning and organization skills; Language; Good verbal and written communication skills; Responsible; Industrious; Energetic; Good team leader; Excellent; Excellent supervision and Assertiveness.

The successful candidate will perform the following key Performance Areas:

*Supervise and provide registry counter services; *Supervise the handling of incoming and outgoing correspondence; *Supervise and render an effective filing and record management service; *Supervise the operation and operate office machines in relation to the registry function; *Supervise the processing and process documents for archiving and/ disposal *Supervise human resource/employees.

Enquiries related to the above post can be directed to: Mr. MM Dube at 035 874 8061.

**ADMINISTRATIVE OFFICER: ASSET & INVENTORY
LEVEL (07)
SALARY: R 257 508.0 PER ANNUM
CENTRE: DURBAN
(Reference Number: AO AIM 02/2020)**

Requirements: Applicants must be in possession of a National Diploma/Degree in Supply Chain Management/Finance/Accounting or equivalent qualification coupled with 3-5 years relevant experience. A valid driver's licence.

Knowledge, Skills and Competencies: Knowledge of SCM Procedure Manual; Knowledge of Treasury Regulations; Knowledge of PFMA; Knowledge of Hardcat System; Knowledge of use of Pocket PC's (Scanners); Computer literacy; Good Communication skills; Interpersonal relations; Asset management skills; Work independently; Work with people.

The successful candidate will perform the following key Performance Areas:

*Process the acquisition of assets and inventory of the department; *Establish and maintain the movable asset register (Hardcat); *Conduct Asset Audits and monthly inventory stocktaking; *Administer inventory of the department; *Disposal of assets and inventory; *Liaise with relevant stakeholders to ensure prompt delivery of services.

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

**ADMINISTRATION CLERK: PROPERTY MANAGEMENT
LEVEL 05
SALARY: R 173 703.00 PER ANNUM
CENTRE: DURBAN
(Reference Number: AC: CRU/02/2020)**

Requirements: Applicants must be in possession of a Grade 12 certificate or equivalent. Computer literacy. A valid driver's license will be an added advantage.

Knowledge, Skills and Competencies: Knowledge of Public Service Act; Knowledge of Public Service Regulations; Understanding of housing administration procedures; Knowledge of Housing Act; Knowledge of PFMA; Communication skills (written & verbal); Computer skills; Presentation skills; Listening skills; Networking skills; Problem solving skills; Language skills; Willing to learn; Team building; Knowledge of the Social Housing and CRU Policies; ExoClient/customer focus (both internal & external); Flexible and open to challenge; Integrity; Honesty.

The successful candidate will perform the following Key Performance Areas:

*Provide administrative support services for the component; *Handle routine enquiries; *Keep and maintain the filing system for the component; *Keep record of information and statistical record for the section; *Provide logistical arrangements for the section.

Enquiries related to the above-mentioned post can be directed to: Mr. M Kheswa at 031 336 5237.

ACCOUNTING CLERKS: EXPENDITURE CONTROL (2 POSTS)

LEVEL 05

SALARY: R 173 703.00 PER ANNUM

CENTRE: DURBAN

(Reference Number: AC: EC 02/2020)

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 Area:

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

Enquiries related to the abovementioned post can be directed to: Ms. NC Dladla at 031 336 5324.

**HUMAN RESOURCE OFFICER: RECRUITMENT
(LEVEL 5)
SALARY: R 173 703.00 PER ANNUM
CENTRE: DURBAN
Reference Number: HRO-RS: 02/2020**

Requirements: Applicants must be in possession of grade 12 or equivalent qualification. Experience in recruitment and selection environment will serve as a recommendation. A valid driver's licence will be an added advantage.

Knowledge, Skills and Competencies: Knowledge of the Constitution of the RSA; Working Knowledge of the Public Sector; Service delivery; Public Service Regulations; Public Service Act; Employment Equity Act; Basic Conditions of Employment Act; Labour Relations Act; Communication Skills; Report Writing Skills; Computer Literacy; Listening Skills and Interpersonal Skills.

The successful candidate will perform the following key Performance Area:

*Provide the logistical arrangements for recruitment structures; *Conduct verification of qualifications and security screening of candidates within the Department; *Provide salary services in the Department; *Address Human Resource recruitment enquiries to ensure the correct implementation of Human Resource Management practices and procedures.

Enquiries related to the above-mentioned post can be directed to Ms CG Sikhakhane at 031 336 5213.

**REGISTRY CLERK: HR REGISTRY
(POST LEVEL 05)**

SALARY: R 173 703.00 PER ANNUM

CENTRE: DURBAN

(REF: HR 02/2020)

Requirements: Applicants must be in possession of grade 12 or equivalent qualification.

Knowledge, Skills and Competencies: Job knowledge; Knowledge of registry duties, practices as well as the ability to capture data, and operate computer; understanding of the legislative framework governing the Public Service; Knowledge of storage and retrieval procedures in terms of the working environment; Understanding of the work in registry; Communication; Interpersonal relations; Flexibility; Teamwork; Computer skills; Planning and organization skills; Language; Good verbal and written communication skills.

The successful candidate will perform the following key Performance Areas:

*Provide registry counter services; *Handle incoming and outgoing correspondence; *Render an effective filing and record management service; *Operate office machines in relation to the registry function; *Process documents for archiving and/ disposal.

Enquiries related to the above post can be directed to: Mrs. NJ Simamane at 031 336 5185.

**REGISTRY CLERK: GENERAL REGISTRY
(POST LEVEL 05)**

SALARY: R 173 703.00 PER ANNUM

CENTRE: DURBAN

(Reference Number: RC GR 03/2020)

Requirements: Applicants must be in possession of grade 12 or equivalent qualification.

Knowledge, Skills and Competencies: Job knowledge; Knowledge of registry duties, practices as well as the ability to capture data, and operate computer; understanding of the legislative framework governing the Public Service; Knowledge of storage and retrieval procedures in terms of the working environment; Understanding of the work in registry; Communication; Interpersonal relations; Flexibility; Teamwork; Computer skills; Planning and organization skills; Language; Good verbal and written communication skills.

The successful candidate will perform the following key Performance Areas:

*Provide registry counter services; *Handle incoming and outgoing correspondence; *Render an effective filing and record management service; *Operate office machines in relation to the registry function; *Process documents for archiving and/ disposal.

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

**HELP DESK OPERATOR: RENTAL HOUSING TRIBUNAL
LEVEL (04)**

SALARY: R 145 281.00 PER ANNUM

CENTRE: DURBAN

(Reference Number: HDO-02/2020)

Requirements: Grade 12 or equivalent qualification.

Knowledge, skills and competencies: Knowledge of public service prescripts, communication skills, networking skills, language skills, problem solving, customer focus.

The successful candidate will perform the following key Performance Areas:

*Receive clients at the reception area; *Assist external clients daily over the phone;
*Interview clients to determine nature of queries; *Contact external clients if there are any queries around their complaints; *Explain to the clients the procedures of lodging complaints and forms that are being used; *Help members of the public who report to the Rental Housing Tribunal office with their queries; *Keep records of daily incoming and outgoing calls as well as emails; *Keep weekly statistics of work done at the reception area; *Refer clients to the respective line managers.

Enquiries related to the above post can be directed to: Mrs. H Chili at 031 372 1830.

**ARTISAN (PRODUCTION) (GRADE A-C) PLUMBER: PROPERTY MANAGEMENT
MAINTENANCE**

OSD

R 190 653 – 324 708.00 PER ANNUM

CENTRE: AUSTERVILLE OFFICE

Reference Number: AP 02/2020

Requirements: Appropriate Trade Test Certificate. A valid driver's license. (Attach certified copy). Two-year appropriate experience in the trade. Two-year appropriate experience in the trade. A valid driver's license will be an added advantage.

Knowledge, Skills and Competencies: Good communication (verbal and written) and organizational skills, interpersonal relations, be flexible and able to work in a team and have good customer/client focus. Basic understanding of government policies; ability to work under pressure, work independently, be tactful and diplomatic and have ability to deal with conflict situations. Technical report writing skills. Basic computer literacy (Word, Excel, Outlook). Able to read and interpret structure and building drawings. Knowledge and experience regarding compliance with the Occupational Health and Safety Act is essential. Basic understanding of government legislation Project Management skills; Problem solving skills; Analytical thinking; Decision making; Time management skills.

The successful candidate will perform the following Key Performance Areas:

*Maintain buildings, laying pipes, maintenance and repairs to departmental rental stock including the infrastructure; *Must be able to train and supervise subordinates. Interpret structure drawings with the set out structure; *Working out of quantities and build structure according to drawing specifications; *Able to work extended hours in emergencies and over weekends; *Ability to work under supervision, independently and under pressure.

NOTE: Be prepared to travel to other agencies within the Province, be on standby, including weekends and public holidays. Candidates may be subjected to skills and Knowledge test.

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

TRADESMAN AID

LEVEL (03)

SALARY: R 122 595.00 PER ANNUM

CENTRE: AUSTERVILLE OFFICE

(Reference Number: TSD 02/2020)

Requirements: Applicants must be in possession of AET or Grade 10 coupled with a minimum of 1-3 years' experience.

The successful candidate will perform the following key Performance Areas:

Provide support to artisan to carryout repairs; *Provide support to artisan to carryout preventative maintenance; *Ensure safekeeping of tools, equipment and spares/parts; *Ensure compliance with Occupational Health and Safety (OHS) Act; *Perform general support duties. Ability to work under supervision, independently and under pressure

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

**ARTISAN PRODUCTION (GRADE A-C) – ELECTRICAL: PROPERTY
MANAGEMENT - MAINTENANCE**

OSD

R 190 653 – 324 708.00 PER ANNUM

CENTRE: AUSTERVILLE OFFICE

Reference Number: ELC 03/2020

Requirements: Appropriate Trade Test Certificate in Electrical (Light Current). A valid driver's license. (Attach certified copy). Two-year appropriate experience in the trade.

Knowledge, Skills and Competencies: Good communication (verbal and written) and organizational skills, interpersonal relations, be flexible and able to work in a team and have good customer/client focus. Basic understanding of government policies; ability to work under pressure, work independently, be tactful and diplomatic and have ability to deal with conflict situations. Technical report writing skills. Basic computer literacy (Word, Excel, Outlook). Able to read and interpret manufacturing drawings. Knowledge and experience regarding compliance with the Occupational Health and Safety Act is essential. Basic understanding of government legislation, Project Management skills; Problem solving skills; Analytical thinking; Decision making; Time management skills.

The successful candidate will perform the following key Performance Areas:

*Manage the Electrical Workshop and ensure compliance to prescribed standards in ensuring safe and serviceable infrastructure (meter rooms.); *Maintenance of departmental owned rental through planned maintenance and unscheduled repairs and refurbishment projects; *Ensure product compliance to specifications and standards; *Provide maintenance repairs on complaint fault or reported on housing properties; *Provide administrative and related functions; *Provide effective supervision of employees.

NOTE: Be prepared to travel to other agencies within the Province, be on standby, including weekends and public holidays. Candidates may be subjected to skills and Knowledge test.

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

**ADMINISTRATION CLERK
LEVEL 05
SALARY: R 173 703.00 PER ANNUM
CENTRE: DURBAN OFFICE
(Reference Number: AC: PM 02/2020)**

Requirements: Applicants must be in possession of Grade 12 or equivalent qualification.

Knowledge, Skills and Competencies: Knowledge of Public Service Act; Knowledge of Public Service Regulations; Knowledge of PFMA. Must have excellent communication (verbal and written) and organizational skills, interpersonal relations, be flexible and able to work in a team and have good customer/client focus. Basic understanding of government policies; ability to work under pressure, work independently, be tactful and diplomatic and have ability to deal with conflict situations. Be proficient in MS Word and Excel.

The successful candidate will perform the following Key Performance Areas

*Record, organize, store, capture and retrieve correspondence and data (line function);
*Update registers and statistics, handle routine enquiries, make photocopies and receive and distribute documents/packages to various stakeholders as required; *Type reports and letters and other correspondence when required; *Keep and maintain incoming and outgoing register for the component in respect of all work related matters; *Receive and process claims for payment from service providers; *Address and resolve first line complaints from tenants of the Department.

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

CLOSING DATE: 21 FEBRUARY 2020

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 X54367, 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.