

KWAZULU NATAL DEPARTMENT OF HUMAN SETTLEMENTS

BUSINESS UNIT: CORPORATE SERVICES

**POST TITLE: DIRECTOR: INFORMATION MANAGEMENT SYSTEMS AND TECHNOLOGY
(LEVEL 13)**

SALARY PACKAGE (ALL INCLUSIVE): R 1 216 824.00 PER ANNUM

CENTRE: DURBAN

(Reference Number: IMST/07/2024)

REQUIREMENTS:

Applicants must be in possession of a Degree or NQF Level 7 as recognised by SAQA in Information Technology and Information Management Systems coupled with 5 years relevant middle management experience in IT and IMS environment. Must have minimum entry requirement certificate to SMS (i.e. Nyukela). 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.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

Knowledge of the Constitution of the RSA, Knowledge of Public Finance Management Act and Treasury Regulations, Knowledge of Promotion of Information Act, Extensive knowledge of Global Information Technology process, Knowledge of SITA Act, Knowledge of computer hardware and software, Knowledge of computer operating system, Knowledge of Archives Act, Public service knowledge of COBIT, ITLL and ISO, Knowledge of IT guidelines. Strategic Planning Skills, Computer Skills, Time Management, Analytical Skills, Technical Expertise, Facilitation Skills, Presentation Skills, Management Skills, Communication Skills, Assertiveness, Negotiation Skills, Decision Making Skills, Networking.

KEY RESPONSIBILITIES:

*Ensure the provisioning of information technology services, equipment and software programs in the department; * Ensure the provision of information system requirements in the department; * Ensure the provision of information management support services in the department; * Establish and maintain information resource centre in the department; * Manage effective and efficient utilisation of human and financial resources of the directorate.

ENQUIRIES: Mr. MOS Zungu TELEPHONE: 033 392 6434.

This post is being re-advertised; applicants who previously applied are encouraged to re-apply if they are still interested.

BUSINESS UNIT: FINANCIAL MANAGEMENT & ACCOUNTING SERVICES
POST TITLE: ASSISTANT DIRECTOR: HOUSING FUND MONITORING AND RECONCILIATION (LEVEL 09)
SALARY: R 444 036.00 PER ANNUM
CENTRE: DURBAN

(Reference Number: AD: HFMR 07/2024)

REQUIREMENTS:

Applicants must be in possession of a Degree or National Diploma in Accounting and Financial Management coupled with 3-5 years relevant experience and supervisory experience. Matric with accounting/mathematics. A valid driver's license.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

Knowledge of the Public Service and Public Service Regulations, Knowledge of Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act, Knowledge of Housing Policies and Regulations, Knowledge of Basic Accounting Principles, Knowledge of General Accepted Accounting Practice, Knowledge of Constitution of the Republic of South Africa, Knowledge of Promotion of Access of Information Act, Financial management skills, Project management skills, Communication skills (written & verbal), Problem solving skills, Conflict management skills, Facilitation skills, Interpersonal skills, Presentation skills, Analytical skills, Time management skills, computer literacy, customer focus (both internal & external), Work under pressure, Flexible and open to challenge, Integrity, Quick thinker.

KEY RESPONSIBILITIES:

*Reconcile all trust accounts of lenders, conveyances and housing associations trust accounts;
*Monitor subsidies administered by the Municipal Operating Account. Monitor and reconcile all establishment grants funding, special needs project, and any advance funds to municipalities and entities. *Ensure timeous financial reconciliations for project close out purposes. *Effective and efficient management of financial and human resources of the component to ensure achievement of objectives.

ENQUIRIES: Mrs. GZ Myeni TELEPHONE: 031 336 5415.

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

Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have

foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application.

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

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

Interested applicants can visit the following website at www.kznonline.gov.za/kznjobs for full posts details.

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

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

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

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

CLOSING DATE: 02 AUGUST 2024.