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 5183, Fax: 031 336 5141, Enquiries: Recruitment. Website: www.kzndhs.gov.za

VACANCY NOTICE NO. 2 OF 2026.

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. 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)

   Applicants 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. TW Khalishwayo.

   Closing Date: 07 OCTOBER 2026.

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

14/09/2026
DATE

KWAZULU-NATAL PROVINCE
HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA

KWAZULU NATAL PROVINCE DEPARTMENT OF HUMAN SETTLEMENTS

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, including SMS, shall undertake two pre-entry assessments. One will be practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and other must be an integrity (ethical conduct) assessment.

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 Acting Director: Human Resource Management and Development, Department of Human Settlements, Ground Floor, Murchison Passage, 353-363 Dr Pixley ka Seme Street, Durban, 4001 and marked for the attention of Mr. TW Khalishwayo

Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs

All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and the interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioral preferences, emotional intelligence, and integrity.

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 appointment/s.

Note: Applications not submitted on the fully completed new Z83 application forms will not considered.

CLOSING DATE: 07 OCTOBER 2026.

DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY MANAGEMENT (LEVEL 13)
SALARY PACKAGE (ALL INCLUSIVE): R 1 317 384.00 PER ANNUM

CENTRE: DURBAN

(Reference Number: D: IMST 09/2026)

Requirements: Applicants must be in possession of a Degree or NQF Level 7as recognised by SAQA in Information Technology and Information Management Systems coupled with 5 years relevant middle/senior management experience in IT and IMS environment. Successful completion of the Nyukela Public Service Pre-entry programmes as endorsed by NSG. 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: 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.

The successful candidate will perform the following Key Performance Areas:

*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 related to the post can be directed to: Mr. SM MBILI TELEPHONE: 033 392 6434.

DEPUTY DIRECTOR: ICT BUSINESS SOLUTION AND IT GOVERNANCE
LEVEL 11
SALARY: R 932 292.00 PER ANNUM (MMS PACKAGE)
CENTRE: DURBAN

REFERENCE: DD ICT 09/2026

Requirements: A tertiary qualification in Information and Communication Technology (ICT) or Computer Science (NQF 7) and a minimum of 3 years junior management experience. Computer literacy in the office software packages. A valid driver's license.

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 the development and implementation of the IT Strategy for the department; *Manage IT Business Solutions within the department; *Manage IT disaster recovery and business continuity plan; *Develop policies, strategies and ICT Governance framework aimed at improving service delivery; *Manage resources of the sub-directorate.

Enquiries related to the above-mentioned post can be directed to: Ms. OG Anderson at 031 336 5332.

DEPUTY DIRECTOR: DEMAND AND ACQUISITION, CONTRACT AND BID MANAGEMENT
LEVEL 11
SALARY: R 932 292 PER ANNUM (MMS PACKAGE)

CENTRE: DURBAN

REFERENCE: DD SCM 09/2026

Requirements: Applicants must be in possession of an appropriate 3-year tertiary qualification at NQF Level 7 in Supply Chain/Logistics Management, with 3–5 years' experience in junior management within Supply Chain Management environment (Demand, Acquisition, Contract and Bid management). A valid driver's license is compulsory.

Knowledge, Skills and Competencies: Knowledge of PFMA, Knowledge of Treasury regulations, Knowledge of SCM Delegation and SCM Practice Notes, Knowledge of PPPFA, Knowledge of Regulation 2022, Knowledge of Procurement Act, Knowledge of Public Service Regulations, HR Practices and Policies, Knowledge of Labour Relations Act, Knowledge of Supply Chain policies and procedures, Knowledge of BAS, Knowledge of Debtor system, language skills, Listening skills, Presentation skills, Interpersonal relations, Computer skills, Strategic planning skills, organizational skills, Research skills, Analytical skills, Leadership skills, Financial management skills, Time 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, Confidentiality, Proactive, Honesty, Integrity, Reliability, Patience, Commitment, professionalism, Cultural sensitive, Perseverance and Punctual.

The successful candidate will perform the following Key Performance Areas:

*Manage the provisioning functions for the whole department; *Manage the administration of demand, acquisition, contracts and bid management, *Monitor compliance with financial delegation, supply chain management delegations or policies and other related legislations and give guidance to the department, *Identify risk management and strategies to eliminate fraud and to ensure efficient, effective processes relevant to the component, *Manage human and financial resources.

Enquiries related to the abovementioned post can be directed to: Mr. HS Mthembu at 031 336 5169.

PROFESSIONAL TOWN AND REGIONAL PLANNER GRADE A-C (5 posts)
SALARY: R 791 604 – 1 189 767.00 PER ANNUM – LEVEL OSD

CENTRES: eThekwini District – North (REFERENCE: PTRP 09/2026) (1 post)
iLembe District **(REFERENCE: PTRP IL 09/2026)** (1 post)
Amajuba District **(REFERENCE: PTRP AD 09/2026)** (1 post)
King Cetshwayo District **(REFERENCE: PTRP KD 09/2026)** (1 post)
uMgungundlovu District **(REFERENCE: PTRP UMG 09/2026)** (1 post)

Requirements:
Applicants must be in possession of a degree in Urban/Town and Regional Planning or relevant qualification. Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment. Three years post qualification Town and Regional Planning experience. A valid driver's license.

Knowledge, Skills and Competencies:
Knowledge of Programme and Project management; Urban/Town and Regional Planning principles and methodologies; Knowledge of Research and Development; Knowledge of computer-aided applications; Urban/Town and Regional Planning knowledge of legal compliance, creating high Performance culture, Technical consulting, Professional judgement Knowledge of legal compliance; Knowledge of technical report writing; Networking; Decision making skills; Team work; Analytical skills; Creativity; Self-management; Problem solving and analysis skills, Customer focus and responsiveness; Communication literacy; Computer skills; Planning, organizing and execution skills; Language proficiency; Listening skills.

The successful candidate will perform the following Key Results Areas:
*Ensure the application of town and regional planning principles in land development; *Office administration and budget planning; *Human capital development; *research and development.

ENQUIRIES: Mr. LG Biyela TELEPHONE: 031 336 5403.

NB: Applicants are requested to submit applications for each district in a separate application form.

ASSISTANT DIRECTOR: HOUSING FUNDS RECONCILIATION

LEVEL 09

SALARY: R 487 197.00 PER ANNUM

CENTRE: DURBAN

REFERENCE: AD: HFMR 09/2026

Requirements: Applicants must be in possession of a Degree or National Diploma in Accounting and Financial Management coupled with minimum of 5 years' experience in Financial Management as well as minimum of three years in a supervisory experience. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of the Public Service and Public Service Regulations, Knowledge of Public Finance Act and MFMA, Knowledge of Housing Policies and Regulations, Knowledge of Basic Accounting Principles, Knowledge of General Accepted Accounting Practice, Knowledge of white paper in housing, Knowledge of Labour Relations, Knowledge of Treasury Regulations, Knowledge of Project Management, Knowledge of Constitution of 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, Research skills (quantitative and qualitative), Analytical skills, Driving, Influencing skills, Time management skills, Networking skills, Client focus skills, General Recognized Accounting Practice, Computer literacy, Willingness to learn and Team building, Independent, Client/ customer focus (both internal & external), Work under pressure, Flexible and open to challenge, Service oriented, Integrity, Quick thinker.

The successful candidate will perform key Performance Areas:

*Monitor the Municipal Housing Operating Accounts (MHOA) held at Municipality; *Monitor funds trenched to Municipality and Entities; *Facilitate financial close out projects; *Provide advice and guidance and input to policy; *Manage effective and efficient financial, human resources of the component to ensure achievement of objectives.

Enquiries related to the abovementioned post can be directed to: Mrs. GZ Myeni at 031 336 5415.

ASSISTANT DIRECTOR: BID MANAGEMENT
LEVEL 09
SALARY: R 487 197.00 PER ANNUM

CENTRE: DURBAN

REFERENCE: AD: BID 09/2026

Requirements: Applicants must be in possession of Grade 12, a 3-year tertiary qualification at NQF Level 7 in Supply Chain/Logistics Management, Public Administration, Procurement management with 3–5 years' supervisory experience within Supply Chain Management environment (Bid management). A valid driver's license is compulsory.

Knowledge, Skills and Competencies: Knowledge of PFMA, Knowledge of Treasury regulations, Knowledge of Supply Chain Management systems (Logis BAS), Knowledge of

SCM Delegation and SCM Practice Notes, Knowledge of PPPFA, Knowledge of Regulation 2022, Knowledge of Procurement Act, Knowledge of Public Service Regulations, HR Practices and Policies, Knowledge of Labour Relations Act, Knowledge of Supply Chain policies and procedures, Knowledge of BAS, Knowledge of Debtor system, language skills, Listening skills, Presentation skills, Interpersonal relations, Computer skills, Strategic planning skills, organizational skills, Research skills, Analytical skills, Leadership skills, Financial management skills, Time 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, Confidentiality, Proactive, Honesty, Integrity, Reliability, Patience, Commitment, professionalism, Cultural sensitive, Perseverance and Punctual.

The successful candidate will perform the following Key Performance Areas:

*Manage, administer and coordinate Department Bids; *Manage the Evaluation Component and conduct the Evaluation of Quotes up to R 1 million; *Manage and provide guidance and advice on Procurement; *Manage and control the utilization of resources in the division (human resources & financial).

Enquiries related to the abovementioned post can be directed to: Mr. HS Mthembu at 031 336 5169.

CHIEF WORKS INSPECTOR (6 posts)
(LEVEL 08)
SALARY: R 413 001.00 PER ANNUM

CENTRE(S): uMzinyathi District **(REFERENCE: CWI UMZ 09/2026)** (1 post)
Zululand District **(REFERENCE: CWI ZD 09/2026)** (1 post)
uMkhanyakude District **(REFERENCE: CWI UMK 09/2026)** (2 posts)
King Cetshwayo District **(REFERENCE: CWI KD 09/2026)** (2 posts)

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; Technical knowledge, Knowledge of Project Management principles, 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; * Analyze and compile relevant project documents for new and existing structures; * Manage the activates 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:

uMzinyathi District – **Mr. MF Yengwa** at **033 845 2020.**

Zululand District – Ms. **Nolwazi Nombela at 031 336 5223.**
uMkhanyakude District – Mr. **Thabo Makeleni at 035 572 1038.**
King Cetshwayo District – Mr. **Njabulo Khanyezi at +27 0 111 0090**

NB: Applicants are requested to submit applications for each district in a separate application form.

COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1-3 (1 post)
LEVEL (OSD)

SALARY: R 289 296 – 564 846.00 PER ANNUM
CENTRE: UGU District

REFERENCE: CDP 09/2026

REQUIREMENTS: National Diploma or Bachelor's Degree in Community Development, Social Sciences, Housing Studies, or a related Community Development qualification. A valid driver's licence.

KNOWLEDGE, SKILLS AND COMPETENCIES: Extensive knowledge of housing legislation, policy development and implementation; Extensive knowledge of housing delivery and development process; Computer based housing information systems; Knowledge of BEE, EPWP; Procurement, legal process, financial administration; Knowledge of HRM prescripts and Public Service Regulations; Knowledge of Contract Administration & Legal proceedings; Knowledge of Building Structure Standards; Basic knowledge of Infrastructural Services; Knowledge of local government structures and legislation; Knowledge of public service act; Knowledge of PFMA, MFMA and Treasury Regulations; Ability to interpret and apply policy; Problem solving; Project management; Report writing skills; Project Facilitation; Computer literacy; Interpersonal relations; Conflict resolution; Communication skills; Financial skills; Basic Housing design and specification (PHP); Co-ordination skills; Planning skills; Time management skills; Public speaking; Protocol skills (Inkosi); Listening skills; Presentation skills; Demonstrate interest in housing matters; Receptive to suggestions and ideas; Innovative thinker; Pro-active; Team orientated; Goal orientated; End user focus; Willingness to travel extensively; Client focus (Batho Pele); Work after hours/weekends where necessary.

The successful candidate will perform the following Key Performance Areas:

*Identify and facilitate the implementation of integrated community development in partnership with the community and other relevant stakeholders; *Liaise and coordinate with all relevant role players, internal and external stakeholders (in departments, provinces, NGOs, local community structures and faith-based organizations) to facilitate collaboration and to ensure the suitability of development actions with community; *Support communities and perform administrative support on the community development and related activities; *Keep up to date with new developments in the community development field to enhance service delivery.

Enquiries related to the abovementioned post can be directed to: Mr. WM Shange at 031 319 3627.

SECRETARY TO THE DIRECTOR: IGR AND EXECUTIVE SUPPORT

LEVEL 05

SALARY: R 237 453.00 PER ANNUM

CENTRE: DURBAN

REFERENCE: SECR IGR 09/2026

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

Knowledge, Skills and Competencies: Knowledge of the relevant legislation/policies/prescripts and procedures. Language skills and the ability to communicate well with people at different levels and from different backgrounds, Good telephone etiquette, Computer literacy, Sound organizational skills, Good people skills, Basic written communication skills, Ability to act with tact and discretion, Good grooming and presentation, Punctual, Honesty/ Trust/ Loyalty /tact, Dedicated, Sense of duty, Commitment, High level of reliability.

The successful candidate will perform the following Key Performance Areas:

*Provide a secretariat and receptionist support services to the Director; *Provide clerical support services to the Director including but not limited to diary management, meetings and travel coordination, records management, routine correspondence, and general office administration; *Remains up to date with regards to prescriptions/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the Director.

Enquiries related to the abovementioned post can be directed to: Ms. G Luthuli at 031 336 5236.