



KWAZULU-NATAL PROVINCE
HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA



BUSINESS UNIT: CORPORATE SERVICES

POST TITLE: CHIEF DIRECTOR: CORPORATE SERVICES (LEVEL 14)

SALARY PACKAGE (ALL INCLUSIVE): R1 494 900.00 PER ANNUM

CENTRE: DURBAN

REFERENCE: CD – CMS: 07/2025

REQUIREMENTS:

Applicants must be in possession of a Degree at NQF level 7 as recognised by SAQA in Law, Human Resource Management/ Human Resources Development/ Organisational Development/ Public Management, coupled with 5 years relevant senior management experience. SMS Pre – Entry is not a requirement for shortlisting submitted prior to appointment. 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 assessments (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

Knowledge of the Constitution of the RSA; National Housing Act and National Housing Codes. Work experience and working knowledge of the Promotion of Administrative Justice Act; Knowledge of the Public Service Act; Public Service Regulations; Labour Relations Act; Collective Bargaining Prescripts, Human Resource Policies and Practices of the Public Service; Transformation of the Public Service (White Paper); Public Finance Management Act and Municipal Finance Management Act; Treasury Regulations and DPSA's Toolkit for Organisational Design. Knowledge of and skills in Organisational Development; Facilities Management; Fleet Management and Security Services Management; Skills and Work experience in Human Resource Administration and Multi – year Human Resource Planning. Computer literacy; Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation (SDI); Problem Solving and Analysis; Client Orientation and Customer Focus; Communication Skills; Ability to work under – pressure; Flexibility to work after hours; Team work orientated. Experience with maintaining open relationships with all labour unions.

The successful candidate will perform the following Key Performance Areas:

*Ensure the provision of legal support services in the department; *Ensure provision of asset

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management services in the department. *Ensure the provision of strategic information management and information technology services in the department. *Define and drive the implementation of corporate strategies in the department. *Ensure effective and efficient management of human and financial resources of the chief directorate.

Enquiries related to the above – mentioned post can directed to : Mr. SM Mbili at 033 - 392 6434.

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 initialled 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 Ms. N Mungwe.

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

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groups in terms of Employment Equity Act, 1998. The Department reserves the right not to make these appointments.

CLOSING DATE: 15 AUGUST 2025