



DEPARTMENT OF HUMAN SETTLEMENTS

*Umnango Wezokuhlala Kwemiphakathi
ISIFUNDAZWE SAKWAZULU-NATAL*

GENERAL MANAGER: SUSTAINABLE HUMAN SETTLEMENT MANAGEMENT (LEVEL 14): REF: GMSHSM-01/10

SALARY PACKAGE: An all inclusive remuneration package of R790 953.00 per annum, which consists of a basic salary (60% of package), State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured in terms of the applicable rules

CENTRE: PIETERMARITZBURG

Requirements: Applicants must be in possession of appropriate recognized three year Bachelor's Degree or National Diploma, coupled with the relevant and appropriate experience commensurate with the level of the position and the ability to interact at all levels, including Executive, Strategic and Operational levels.

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 2001, Treasury Regulations • Knowledge and understanding of legislation, regulations, policies and codes applicable to housing delivery and management • Knowledge and understanding of Local Government prescripts and practices • 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 Interpersonal Skills • Good written and verbal communication skills.

Duties: The successful incumbent will be expected to, amongst other things, perform the following functions: • Facilitate the creation of Sustainable Human Settlements (SHS) • Ensure effective regional/ area based management • Ensure the implementation of all Housing Projects in line with all applicable prescripts including the CIDB and EPWP requirements • Facilitate the implementation of the slums eradication programmes • Strengthen relationships between the Traditional Leadership Structures, Municipalities, Communities, Service Providers and the Department • Facilitate housing delivery and housing provision for the vulnerable groups in society • Participate in the ongoing review of current and new housing technologies • Strengthen governance and service delivery • facilitate project initiation and participation of beneficiaries and other role players in SHS delivery • Ensure that manage state owned properties and facilitate home ownership through relevant policies • Facilitate formal agreements between all role players and stakeholders (mainly beneficiaries, developers, implementing agents, professionals and contractors) on projects • Structuring the funding of projects through subsidy and other instruments • Ensure that houses conform to quality standards • Facilitate the process of application for and granting of housing subsidies or accessing other financing instruments • Ensure that processes are in place to facilitate proper and timeous payment of developers • Ensure integrated planning, budgeting and development in the creation of SHS.

Note: The successful candidate will be expected to sign a performance agreement within three months of assumption of duty and may be subject to security clearance. Applicant in possession of a foreign qualification must furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) on application. If you do not hear from the Department of Human Settlements within three months from the date of this advert, please accept that your application was unsuccessful.

Enquiries:

Mr M.S.A. Adam: Acting Head of Department, 033 392 6400

The Provincial Administration of KwaZulu-Natal is an equal opportunity, affirmative action employer. It is the intention of the Department of Human Settlements to promote representivity in the Public Service and applicants whose appointment will promote representivity will receive preference.

Applications must be submitted on form Z83, obtained from any Public Service Department and should be accompanied by certified copies of qualifications and an updated comprehensive CV. Failure to comply with the above will lead to applicants being disqualified.

The Department of Human Settlements reserves the right not to fill the advertised post.

Forward your applications, quoting the relevant reference number and the name of the publication in which you saw this advertisement to: The Acting Head of Department of Human Settlements, Private Bag X 54367, Durban, 4000 for the Attention of Mr W.J. Ziqubu.

CLOSING DATE: 24 MAY 2010

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DEPUTY MANAGER: ORGANISATIONAL EFFICIENCY SERVICES (LEVEL 12): REF: DMOES – 02/10

SALARY PACKAGE R448 521 PER ANNUM (ALL INCLUSIVE PACKAGE STRUCTURING ACCORDING TO APPLICABLE RULES)

CENTRE: PIETERMARITZBURG

Requirements: Applicants must be in possession of a Bachelor's Degrees / National Diploma in Work-study/ Production Management or Human Resource Management and a Certificate in Job Evaluation coupled with 3-5 years working experience in Organisational Development and Job Evaluation. The applicant must have a minimum of three (3) years supervisory experience.

KNOWLEDGE, SKILLS AND COMPETENCIES: Knowledge of Public Service Acts and Regulations, Knowledge of policy analysis, development and implementation, knowledge and understanding of change management, Knowledge and understanding applicable Public Services prescripts, Knowledge of Public Finance Management Acts and Treasury Regulations, Good communication and stakeholders liaison skills, Interpersonal Relations skills, Analytical skills, strategic management and leadership skills, management skills, Computer literacy, project management, financial management skills and time management skills

The successful candidate will provide overall management and leadership to the sub-directorate Organisational Efficiency Services and performing the Key Performance Areas:

*Manage the provision of Job Evaluation services within the Department; *Ensure the provision of organizational development, business process re-engineering and change management services; *Provide guidance and advice to management and staff to achieve organizational goals and effective service delivery; *Manage the resources of the sub-directorate; and *Manage and ensure the development, co-ordination, implementation and maintenance of Job Evaluation Policy for the Department.

Enquiries related to the post can be directed to: Mr W.J. ZIQUBU: 031 336 5410

CLOSING DATE: 24 MAY 2010

Please note: Application must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and accompanied by detailed CV and original certified copies of required educational qualifications, asset out on the advertisement (not copies of certified copies). Failure to comply with the above instructions will lead to disqualification of candidate. Should you not receive a response from the Department within three months from the date of this advertisement, please accept that your application was unsuccessful. The appointment will also be done by taking into consideration employment equity targets of the Department. Disabled applications are encouraged to apply. Faxed or E-mail application will not be accepted.

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DEPUTY MANAGER: LABOUR RELATIONS(LEVEL 12): REF: DMLR -03/10

SALARY PACKAGE R448 521 PER ANNUM (ALL INCLUSIVE PACKAGE STRUCTURING ACCORDING TO APPLICABLE RULES)

CENTRE: PIETERMARITZBURG

Requirements: Applicants must be in possession of Bachelor 's Degrees / National Diploma in Labour Relations/ Law/ Human Resource Management or equivalent coupled with 3-5 years working experience in Labour Relations. The applicant must have a minimum of three (3) years supervisory experience.

KNOWLEDGE, SKILLS AND COMPETENCIES: Knowledge of Public Service Acts and Regulations, Labour Relations Act/ procedures, Knowledge of policy analysis, development and implementation, knowledge and understanding of change management, Knowledge and understanding applicable Public Services prescripts, Knowledge of Public Finance Management Acts and Treasury Regulations, Good communication and stakeholders liaison skills, Interpersonal Relations skills, Analytical skills, strategic management and leadership skills, Conflict Management skills, management skills, Computer literacy, project management, financial management skills and time management skills.

The successful candidate will provide overall management and leadership to the sub-directorate Labour Relations Services and performing the Key Performance Areas:

*Manage and monitor all Labour Relations of the Department by ensuring adherence of all employees to the regulations and legislation in the Public Service;

*Facilitate employee relations service in the Department; *Manage the resources of the sub-directorate; and *Manage and ensure the development, co-ordination, implementation and maintenance of Labour Relations policies and prescripts.

Enquiries related to the post can be directed to: Mr W.J. ZIQUBU: 031 336 5410

CLOSING DATE: 24 MAY 2010

Please note: Application must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and accompanied by detailed CV and original certified copies of required educational qualifications, asset out on the advertisement (not copies of certified copies). Failure to comply with the above instructions will lead to disqualification of candidate. Should you not receive a response from the Department within three months from the date of this advertisement, please accept that your application was unsuccessful. The appointment will also be done by taking into consideration employment equity targets of the Department. Disabled applications are encouraged to apply. Faxed or E-mail application will not be accepted.

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ASSISTANT MANAGER: RECRUITMENTS (POST LEVEL 10): REF: AMR – 04/10

SALARY PACKAGE – R240 318 per annum

CENTRE: PIETERMARITZBURG

Requirements: Applicants must be in possession of an appropriate Bachelor's Degrees / National Diploma in the field of Human Resource Management with a minimum of 3 years experience in the Human Resource Management environment.

Knowledge, Skills and Competencies: Knowledge of various relevant Acts and Public Services Regulations that govern Human Resource practices, Knowledge and understanding applicable Public Services prescripts/policies, directives, implementation strategies, Human Resource Management environment, and Knowledge of PERSAL System.

Good communication skills, Interpersonal Relations skills, Interpretation skills, Analytical skills, Computer literacy, time management skills, Operate PERSAL System, Presentation Skills.

The successful candidate will perform key Performance Area:

*Coordinate human resources recruitment matters within the department to contribute to the rendering of professional human resource management services; *Address human resources management enquiries to ensure the correct implementation of human resource management practices; *Participate in the development and implementation of departmental / public services policies on matters related to human resource management to ensure the adherence to relevant prescripts/ legislation; *Inform, guide and advice the departmental personnel on human resource recruitment matters to enhance the correct implementation of human resource practices/ policies; * Manage the effective utilization of human resources.

Enquiries related to the post can be directed to: Mr W.J. ZIQUBU: 031 336 5410