



## VACANCY ADVERTISEMENT

### Vacancy Information Download

Reference Number:	KZNPG/20241202/2509
Advert Reference Number:	KZNDHS/HOD/11/24
Job Title:	HEAD OF DEPARTMENT KWAZULU-NATAL DEPARTMENT OF HUMAN SETTLEMENTS
Job Level:	Level 16
Vacancy Type:	Internal & External
Salary:	Inclusive remuneration package: per annum R2 259 984.00-R2 545 854.00 (Level 16) plus a 10% non-pensionable Head of Department allowance. The inclusive remuneration package includes a 30% portion which may be structured according to the individuals needs
Department:	KZN OFFICE OF THE PREMIER
Component:	HEAD OFFICE
Employment Type:	Contract
Contract Duration:	5 YEARS
Center:	PIETERMARITZBURG
Number Of Posts:	1

#### Duties/Responsibilities:

To support the Premier and the MEC: Transport and Human Settlements on all matters pertaining to Human Settlements in the Province \* Facilitate the overhaul of Provincial Human Settlements \* Facilitate the Promotion of Inter-Sectoral Planning and Housing Opportunities to Improve Efficiency and Quality of Human Settlements in the Province of Kwa-Zulu Natal \* Facilitate the Improvement of Project Management Services in Line with High Quality and Approved Quantum within set periods as Required for all Human Settlements Projects in the Province of Kwa-Zulu Natal \* Facilitate the Effective and Efficient Management of Housing Asset Management and Property Management\* Develop and Implement an Efficient and Effective Diversity management and transformation system; Provide strategic leadership to the Department and manage strategic partnerships with relevant stakeholders \* Ensure the Development of sustainable human settlements and empowerment strategies and initiatives at the local and provincial level to meet the needs of KZN \* Accelerate the delivery of housing opportunities \* Manage human settlements delivery and the administration of human settlements subsidy instruments \* Manage housing asset management and property management \* Provide advisory services to various stakeholders \* Provide advice and support to the MEC for Transport and Human Settlements on the Department's performance, operations and the realisation of the strategic plan for the Department in line with the relevant legislation \* Provide effective and efficient administrative systems \* Promote the principles of holistic integrated development planning , cooperative governance, economics and efficiency in both rural and urban community development of Human Settlements in the Province \* Ensure appropriate processes, structures and policies in relation to the Human Settlements mandate \* Ensure sound financial management of the expenditure of the Department and manage the budget as the Accounting Officer \* Represent the Department on Provincial, National and International platforms \* Ensure the establishment of relevant boards, structures and policies to facilitate the management of Human Settlements services in line with the vision and mission of the Department.

#### Qualifications and Experience:

A relevant undergraduate qualification (NQF level 7) and a relevant postgraduate qualification (NQF level 8) as recognised by SAQA in Public Administration/ Management /Infrastructure /or Engineering \* 10 years' relevant senior management experience, 3 years of which must have been with an organ of state as defined by the Constitution \* A valid, unendorsed Code 08 driver's licence.

#### Essential Knowledge, Skills and Competencies Required:

Applicants must have the following knowledge, training, experience and competencies: \* Significant managerial capability and experience in providing strategic leadership and direction in the sector \* Knowledge and understanding of the following: \* the role of Human Settlements within the Province and South Africa \* Developmental agenda of the provincial government \* Development of relevant policies and strategies \* Administration of policy \* Human Settlements needs, legislation and the mandate of the Department/Province \* PFMA and Treasury Regulations \* Strong project management skills \* Excellent communication and presentation skills \* Ability to work under pressure \* Skilled in the art of facilitation and able to cultivate good stakeholder relationships \* Advanced financial management capabilities \* A dynamic leader who understands the operational environment of the public service, its service delivery imperatives and the divergent needs of the various constituents \* Experience in providing strategic leadership \* Ability and experience to successfully manage special projects as identified by the Administration and the Executive Authority \* Ensure integrated risk management and the implementation of minimum information security standards.

#### Additional Information

Enquiries: Dr Nonhlanhla O. Mkhize, Director-General, Tel. No. 033-307 0260

Directions to applicants: Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be completed, duly signed and initialled by the applicant. Failure to complete, initial and sign this form may lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83, obtainable from any Public Service department. (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and recently updated comprehensive CV (with detailed previous experience) is required. 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 and such qualification(s) and other related document(s) will be in line with the requirements of the advert. 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.

The KwaZulu-Natal Provincial Government reserves the right not to make this appointment. 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.

Candidates recommended for appointment at the Senior Management Services (SMS) level will be required to produce a Nyukela 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 SMS level and the full details can be obtained by following the link: <https://www.thensg.gov.za/trainingcourse/smspre-entryprogramme/>

Applications may be posted to: The Director-General, KwaZulu-Natal Office of the Premier, Private Bag X9037, Pietermaritzburg, 3200 or hand delivered to: The Chief Director: Strategic Human Resource Management, Office of the Premier, 1st Floor, Invesco Centre, 16 Chatterton Road, Pietermaritzburg, 3201 and marked for the attention of Ms T.W. Zulu.

?Applicants are encouraged to apply for posts through the online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs). Applicants can submit their Z83 and CV directly to the following email address [recruitment@kznpremier.gov.za](mailto:recruitment@kznpremier.gov.za).

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: 13 DECEMBER 2024**

#### How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: [KZNHelpDeskRecruit@KZNpremier.gov.za](mailto:KZNHelpDeskRecruit@KZNpremier.gov.za)

**Closing Date : 13 Dec 2024**

#### Disclaimer

## DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a) The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b) If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c) Applications received after the closing date will not be considered.
- d) Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e) Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f) Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g) It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h) Only candidates who meet the requirements may apply.
- i) Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j) Applications from Recruitment Agencies will not be considered.
- k) Applications sent to incorrect email address will not be considered.
- l) The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m) The appointed candidate shall be required to sign a performance agreement.
- n) Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o) The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.