

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
The Department is an equal opportunity, affirmative action employer and is committed to empowering disabled persons

- APPLICATIONS** : The Head of the Department of Co-operative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 OR Hand delivered to Natalia Building, 330 Langalibalele Street, Pietermaritzburg
- FOR ATTENTION** : Mrs CS Fenner
- CLOSING DATE** : 15th February 2010
- NOTE** : All applications must be submitted on Application of Employment form (Z83), obtainable from any Public Service Department and should be accompanied by a comprehensive CV together with certified copies of qualifications, driver's licence and ID, Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluation when submitting their applications. Failure to comply with any instruction will disqualify candidate. Faxed or late applications will not be considered. All short-listed applicants for Managers/General Manager posts will be subjected to competency assessments in line with the DPSA Regulations. Managers and other categories of staff will be required to obtain security clearance for appointment purposes. Note: Appointments are subject to a positive outcome obtained from the NIA to the following checks (qualification verification, criminal records, credit records and previous employment).

MANAGEMENT ECHELON

- POST 04/119** : **MANAGER: SPATIAL PLANNING REF NO 1/2010 (SP)**
- SALARY** : R615 633 per annum (all inclusive Senior Manager's Service Package)
- CENTRE** : Business Unit: Municipal Planning; Directorate: Spatial Planning, Pietermaritzburg
- REQUIREMENTS** : A 3 year Bachelor's degree in the field of Town and Regional Planning and be register as a professional planner with SACPLAN plus 3-5 years middle management experience. The successful candidate must have knowledge of spatial planning legislation and related policies, land use management, development facilitation, project management and a working knowledge of geographic information systems *Sound leadership and managerial skills *Good interpersonal relations and organizational skills *Ability to work under pressure *Excellent verbal and written communication skills *Excellent report writing and presentation skills *Be an analytical and strategic thinker and innovative *Ability to communicate in IsiZulu *Computer proficiency skill *Possession of a valid motor drivers licence.
- DUTIES** : The successful incumbent has the responsibility to manage the support provided for the development and maintenance of spatial development frameworks, with the focus on the following areas: *manage the preparation and maintenance of provincial spatial development framework *manage support provided for the preparation and maintenance of municipal spatial development frameworks *manage support provided for the development and maintenance of municipal land use management systems *manage the processing of statutory planning applications *manage the provision of a professional planning support service to statutory bodies *manage municipal spatial planning capacity building *manage the use of resources and procure and manage human, financial and other related resources.
- ENQUIRIES** : Mr FR Brooks Tel. 033-3556486

OTHER POSTS

- POST 04/120** : **CHIEF TOWN AND REGIONAL PLANNER 2 POSTS REF NO 2/2010 (SP)**
- SALARY** : R448 521 per annum (all inclusive Middle Manager's Service Package)
- CENTRE** : Business Unit: Municipal Planning; Directorate: Spatial Planning, Pietermaritzburg
- REQUIREMENTS** : A 3 year Bachelor's degree in the field of Urban/Town and Regional Planning and be registered as a professional planner with SACPLAN plus 6 years' post

qualification experience. The successful candidate must have: *knowledge of spatial and related policies, land use management, development facilitation, project management and a working knowledge of geographic information systems *good interpersonal relations and organisational skills *ability to work under pressure *excellent (verbal and written) communication, report writing and presentation skills *be an analytical and strategic thinker and innovative *computer proficiency skills *a valid driver's licence.

DUTIES : The successful incumbent has the responsibility to support the development of spatial development frameworks, with the focus on the following areas: *facilitate and support the development and maintenance of municipal land use management systems *facilitate the development and maintenance of traditional community land use plans *assess and make recommendations on statutory planning applications *provide professional planning advice to statutory bodies *contribute towards strategic plan and facilitate implementation thereof *coordinate service delivery improvement initiatives *manage and coordinate use of resources efficiently and effectively.

ENQUIRIES : Mr TA Bhengu Tel. 031-2041711

POST 04/121 : **DEPUTY MANAGER: BATHO PELE SERVICE DELIVERY REF NO 1/2010 (MS)**

SALARY : R448 521 per annum (all inclusive Middle Manager's Service Package)
CENTRE : Business Unit: Management Services, Pietermaritzburg
REQUIREMENTS : A Bachelor's degree or 3 year diploma in the field of Public Administration/service delivery plus 3 years' junior management experience. *The successful candidate must have: *knowledge and understanding of the Batho Pele principles, project management and policy analysis development *ability to communicate ideas and issues to a variety of audience in a tactful influential manner *effective organisational skills with strong leadership and management skills *good interpersonal relations with excellent negotiation, problem solving and facilitation skills *ability to work under pressure *excellent verbal written, report writing and presentation skills *be an analytical and strategic thinker *computer proficiency skills *a valid motor driver's licence.

DUTIES : The successful incumbent will manage the implementation of Batho Pele/Service Delivery initiatives in the Department, with the focus on the following areas: *facilitate, compile and coordinate the implementation of the Service Delivery Improvement Plan *promote awareness of the Batho Pele Belief Set and service standards *facilitate coordinate and monitor the implementation of the Service Delivery Charter *facilitate, monitor, co-ordinate and participate in Batho Pele Forums *manage the Departmental Service Excellence Awards process and facilitate nomination and assessment process for the Premiers Service Excellence Awards *compile and maintain departmental policy and guidelines *manage internal resources

ENQUIRIES : Mr HT Habermann Tel. 033-3952681