

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF HUMAN SETTLEMENTS**

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management : Department of Human Settlements, Private Bag x 2145 Mmabatho, 2735 or hand delivered to Telkom Building, 3366 Bessemer Street , Industrial Site, Mafikeng (Behind the Crossing Shopping Complex)
- FOR ATTENTION** : Ms N Sephoti at Tel No: (018) 388 5176
- CLOSING DATE** : 16 October 2020, Time (16H30)
- NOTE** : Directions to Applicants: Applications must be submitted on the prescribed form, Z83 (fully completed), obtainable from any Public Service office and should be accompanied by the following documents: certified copies of qualifications, identity document and drivers licence. A comprehensive CV with competencies, experience and with full names, addresses and telephone numbers of at least three referees. Applicants' with foreign qualifications must submit a SAQA evaluation report on the qualifications. Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for interviews on a date and time and at a place as determined by the Department. Appointment of successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome. Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) Failure to comply with the above requirements will result in the disqualification of the application. The applicants should state the applicable reference number with the relevant post. Candidates requiring additional information regarding the advertised post must direct their enquiries to the relevant person indicated on enquiries. The North West Department of Human Settlements is an Affirmative Action Employer with the intention of promoting representatively (race, gender and disability) through the filling of these posts. NB: The Department Reserves The Right Not To Make Appointments. Correspondence Will Be Limited To Short-Listed Candidates Only.

MANAGEMENT ECHELON

- POST 23/157** : **DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: H/S 01/20-21**
Directorate: Human Resource Management
- SALARY** : R1 057 326 per annum (Level 13) all-inclusive remuneration package
- CENTRE** : Head Office (Mmabatho)
- REQUIREMENTS** : Matric/Grade 12. Bachelor Degree (NQF Level 7 as recognised by SAQA) in Human Resource Management, Public Management or any other relevant, equivalent qualification. Pre-entry certificate for SMS. 5 years relevant experience at Middle Management/Deputy Director level. Valid driver's License. Competencies/Knowledge/Skills: In-depth knowledge and understanding of relevant legislation and prescripts governing public service such as Constitution of Republic of South Africa 1996, Public Service Act 1994, Public Service Regulation 2016, PFMA 1996, Other relevant legislation and prescripts. Knowledge and experience in the application of relevant legislation and prescripts applicable to the human resource management and development environment such as Basic Conditions of Employment Act 1997, Skills Development Act, Labour Relations Act 1995, Employment Equity Act 1998, Occupational Health and Safety Act 1998, White Paper of transforming Public Service delivery, White Paper on Human Resource Management in Public Service. Excellent verbal and written communications skills. Interpersonal and negotiation skills. Planning and organising skills. Excellent time management skills with a proven ability to meet deadlines. Strong analytical and problem-solving skills. Management of projects. Policy Development. Financial management. Computer skills. Strategic leadership skills.
- DUTIES** : Oversee implementation of recruitment and employee benefits. Oversee development and implementation of HRM policies, processes, initiatives and surveys to support the human resource compliance and excellence. Oversee the administration of Human Resource Development, as well as Performance Management and organisational development. Oversee Labour Relation program. Oversee implementation of occupational health and safety as well as health and wellness programs. Oversee and monitor implementation of Organisational Development Programs.
- ENQUIRIES** : Adv. N Sephoti Tel No: (018) 388 5176

<u>POST 23/158</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: H/S 02/20-21</u> Directorate: Chief Financial Officer
<u>SALARY</u>	:	R1 251 183 per annum (Level 14) (all-inclusive remuneration package)
<u>CENTRE</u>	:	Head Office (Mmabatho)
<u>REQUIREMENTS</u>	:	Requirements: Matric/Grade 12. Bachelor Degree (NQF Level 7 as recognised by SAQA) in Accounting, Financial Management or any other relevant, equivalent qualification. Pre-entry certificate for SMS. 5 years relevant experience at Director Level. Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge and application of Provincial and National Government Financial legislation (PFMA, DORA, PSR, PSA, MFAM,GRAP,MTEF and others). Government financial systems. Treasury regulations and guidelines. Public service Anti-corruption strategy and anti- corruption and fraud prevention measures. Medium Term Strategic Framework (Government priorities). Strong interpersonal skills, ability to communicate. High level of integrity and dependability with a strong sense of urgency and results-orientation. Strong leadership skills. PC proficiency is essential (Government systems, Advanced Microsoft Excel and PowerPoint Skills). Highest standards of accuracy and precision. Highly organised. Articulate with excellent verbal and written communication skills. Ability to think creatively, highly-driven and self-motivated.
<u>DUTIES</u>	:	Oversee implementation of Supply Chain Management Programmes. Oversee the review and manage the finalisation of quarterly and annual financial statements. Oversee all aspects of the financial management and accounting functions of the Department. Oversee the final draft budget preparation process, provide advice and support to stakeholders, and review the final draft budget prior to submission to the relevant authority. Oversee implementation of financial management systems. Monitor the operation of financial internal controls and systems within the Department.
<u>ENQUIRIES</u>	:	Adv. N Sephoti Tel No: (018) 388 5176
<u>POST 23/159</u>	:	<u>DEPUTY DIRECTOR: HUMAN SETTLEMENT PROJECTS IMPLEMENTATION REF NO: H/S 03/20-21</u> Directorate: Human Settlement Project Management
<u>SALARY</u>	:	R733 257 per annum (Level 11) (All-inclusive remuneration package)
<u>CENTRE</u>	:	Ngaka Modiri Molema Disrict (X1 Post) Bojanala District (X1 Post) Dr Keneth Kaunda District (X1 Post)
<u>REQUIREMENTS</u>	:	Matric/Grade 12. Bachelor Degree (NQF Level 6/7 as recognised by SAQA) in Building and Construction, Construction and Project Management or any other relevant, equivalent qualification. 3-5 years relevant experience at Assistant Director Level. Valid driver's License. Competencies/Knowledge/Skills: Knowledge of Building industry policies and procedures. Knowledge of government policies, Building and construction (knowledge of materials, methods, and tools involved in the construction or repairs of houses, buildings). Knowledge of NHBRC Act. Regulations and Housing consumers protection measures Act. Housing Development Agency (HDA) Act and purpose. Customer and personal service. Communication skills. Complex solving skills. Critical thinking. Active learning. Quality control analysis.
<u>DUTIES</u>	:	Manage the inspection of buildings, wiring, plumbing, electrical circuits, sewers, heating systems and foundations during and after construction for structural quality, general safety and conformance to specifications and codes. Use survey instruments, metering devices, tape measures and test equipment such as concrete strength measures to perform inspections. Manage and supervise staff. Coordinate issuing of: Violation notices and stop-work orders, conferring the owners, violators and authorities to explain regulations and recommend rectifications. Permits for construction, relocation, demolition and occupancy. Facilitate implementation of housing projects multi-year plan. Liaise with internal and external stakeholders.
<u>ENQUIRIES</u>	:	Mr V Bidi Tel No: (018) 388 5510