

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS**

- APPLICATIONS** : All applications, together stating the relevant reference number should be sent to: The Head of Department, Department of Co-operative Governance, Human Settlements and Traditional Affairs Private Bag X5005 Kimberley, 8300 OR Hand deliver at 9 Cecil Sussman Road, Larry Moleko Louw Building Kimberley.
- FOR ATTENTION** : Ms. K. Moitsehang, Human Resources, Tel No: 053 830 9459.
- CLOSING DATE** : 03 June 2022
- NOTE** : The Department requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> that should be accompanied by comprehensive CVs (previous experience must be expansively detailed) and copies of qualifications, service certificates to support senior management experience, driver's licence and proof of registration with professional bodies where applicable, identification document and permanent residency/work permit. The above mentioned copies need not be certified when applying for a post. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of interview following communication from HR. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. It is applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). If you apply for more than one post, please submit separate applications for each post that you apply for. Correspondence will only be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview, you were not successful in your application. Important: The Department is an equal opportunity and affirmative action employer. Women and persons with a disability are encouraged to apply. It is our intention to promote representivity in Department of COGHSTA through the filling of posts. The Department reserves the right not to fill a position. Please note, that the personal information of each applicant will be solely used for recruiting purposes and will not be used by any other purposes as required by the Protection of Personal Information Act, No. 4 of 13 Act effected on 1 July 2021.

MANAGEMENT ECHELON

- POST 18/325** : **CHIEF DIRECTOR: HUMAN SETTLEMENTS REF NO: HS/1/5/2022**
Branch: Human Settlements
- SALARY** : R1 269 951 per annum (Level 14), all-inclusive package
- CENTRE** : Kimberley Provincial Office (Larry Moleko Louw Building)
- REQUIREMENTS** : Applicants must be in possession of a Degree at NQF level 8 as recognized by SAQA, in Project Management/Construction Management/Housing Development coupled with 8-10 years' experience at senior managerial level. A valid driver's license. Knowledge of PFMA; Knowledge of Public Service Act; Knowledge of Public Service Regulations, Knowledge of Human Resource prescripts. Knowledge of Housing Act and Housing Code; Knowledge of Labour Relations Acts; Knowledge of Legislations; Knowledge of Criminal Act; Extensive knowledge of legal interpretations; Knowledge of BBE Acts; Knowledge of Treasury Regulations and guideline; Knowledge of the Constitution of South Africa. In depth knowledge of Procurement Policies and Acts; Knowledge of and understanding of the Standard Chart of Accounts (SCOPA); Knowledge of the Basic Accounting System (BAS) and LOGIS as well as the Departmental Reporting Framework Guide. Presentation skills;

Analytical skills; Interpersonal relation skills; Computer skills; Strategic Planning skills; Research skills; Financial management skills; Time management skills; Report writing skills; Problem solving skills; Communication skills; Conflict management skills; Change management skills; Project management skills; Decision making skills; Chairing of meetings; Confidentiality ;Proactive ;Honesty; Integrity; Professionalism; Punctual; Service oriented; Ability to work under pressure; Flexibility to work extra hours; Team orientated.

DUTIES : The Chief Director's responsibilities will be to provide strategic project management for the integrated feasibility study. Ensure the creation of sustainable human settlements throughout the province. Manage the state owned property and facilitate home ownership through relevant policies. Ensure effective administration of housing subsidy system in the department. Ensure effective administration of contracts to fast-track housing development projects. Support the Project Steering Committee and the Technical Committees in their mandate to provide overall conceptual and strategic planning parameters. Develop and facilitate implementation of human settlements policies, legislation and need research. Ensure effective and efficient management of human, financial resources of the chief directorate and coordinate projects.

ENQUIRIES : Mr. B.S. Lenkoe Tel No: (053) 830 9427
NOTE : "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. The selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments) Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

POST 18/326 : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: CS/2/5/2022**
 Branch: Corporate Services

SALARY : R1 269 951 per annum (Level 14), all-inclusive package
CENTRE : Kimberley Provincial Office (Larry Moleko Louw Building)
REQUIREMENTS : An appropriate Bachelor's degree plus an undergraduate Qualification in General Management/ Public Management or equivalent qualifications (NQF Level 7) as by SAQA. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty. Five (5) years' experience in a Strategic Management environment at a senior management Level in the Corporate Service environment in the Public Service. A valid driver's license. Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation, Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Provide effective and efficient corporate communication services. Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Conflict Management, Risk analysis and control, Good inter-personal communication, Planning and Organizing, Report writing, Innovation and creativity and Empowerment Attributes – Honesty, Integrity, Creative, Reliable and Accurate, Team Leader and Player, be able to work under pressure, confidentiality, decisive, assertive, influencing skills, customer service orientated, change orientated.

DUTIES : Identify support and develop strategies that will promote improvement of Human Resource Management successfully. Effectively manage human resource Directorate. Interact with the relevant chief directors and directors, departments, public and private stakeholders regarding the improvement of Human Resource Management. Identify support and develop strategies that will promote improvement of Information Communication Management Services successfully. Manage the provision of legal advice services. Ensure

goals and objectives of Communication Services are reached with quality service and economically. Formulate communication strategies. Determine the most effective work Procedures and methods to achieve the Directorate's goals and objectives. Monitor the implementation of office administration and facilities. Ensure effective allocation and utilization of resources of security, office administration and auxiliary services Directorate.

**ENQUIRIES
NOTE**

: Mr. B.S. Lenkoe Tel No: (053) 830 9427
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POST 18/327

: **DIRECTOR: REGIONAL HEADS REF NO: JTG3/5/2022, REF NO: NAM/4/5/2022, REF NO: PKS/5/5/2022 (X3 POSTS)**
Branch: Corporate Services

**SALARY
CENTRE
REQUIREMENTS**

: R1 073 187 per annum (Level 13), all-inclusive package
: Kuruman / De Aar/ Springbok
: An appropriate Bachelor's Degree in Public Management / Administration. A minimum of 6-10 years of experience in middle Management with a thorough knowledge of National and Provincial legislations governing the Municipalities. An extensive experience of Local Government and Human Settlements. Ability to work collaboratively with a range of stakeholders in facilitating, enabling advisory or informative capacity. Core competencies: strategic capability and leadership, People management and empowerment, Programmed and project management, financial and change management. A valid driver's license.

DUTIES

: To provide strategic direction and support in the implementation of the mandate of the Department at district and municipal level. Manage the implementation of Human Settlements projects. Oversee and implement human settlements policy direction, housing development, and housing asset management. To implement and coordinate Governance services within the districts. Manage, facilitate, and provide Human Resource management and financial management to the district office. Provide professional planning support to stakeholders. Monitor and support district and local municipalities in the areas of municipal administration and governance, municipal valuations, municipal performance reporting, municipal development planning and infrastructure development.

**ENQUIRIES
NOTE**

: Mr. B.S. Lenkoe Tel No: (053) 830 9427
: "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. The selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments) Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

POST 18/328

: **DIRECTOR: GENERAL SUPPORT SERVICES REF NO: CS/6/05/22**
Branch: Corporate Services

**SALARY
CENTRE**

: R1 073 187 per annum (Level 13), all-inclusive package
: Kimberley Provincial Office (Larry Moleko Louw Building)

- REQUIREMENTS** : An appropriate Bachelor's degree in Social Sciences/ Public Management or any equivalent qualification (NQF level 7) plus a minimum of 5 years' experience at a middle/senior managerial level. Computer literacy. Valid Driver's licence. Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation, Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Provide effective and efficient corporate communication services. Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Conflict Management, Risk analysis and control, Good inter-personal communication, Planning and Organizing, Report writing, Innovation and creativity and Empowerment Attributes – Honesty, Integrity, Creative, Reliable and Accurate, Team Leader and Player, be able to work under pressure, confidentiality, decisive, assertive, influencing skills, customer service orientated, change orientated.
- DUTIES** : Manage and facilitate the provisioning of Auxiliary Services and Security Management; Provide IT related business solutions in support of the Departments service delivery; Manage ICT operations pertaining to user support and system maintenance; Manage all IT Service Level Agreements; Effective and efficient management of transport services; of auxiliary services and of departmental resources; Ensure effective marketing of all departmental plans and programmes; Establish effective communication mechanisms for the alignment of all programmes; Formulation, implementation and review of records management policies; Development, implementation and maintenance of file plan and records control schedule as well as the disposal of departmental records and Safety custody and storage of records.
- ENQUIRIES** : Mr. B.S. Lenkoe Tel No: (053) 830 9427
- NOTE** : "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. The selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments) Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.
- POST 18/329** : **DIRECTOR: TRADITIONAL AFFAIRS REF NO: TA/7/05/22**
Branch: Traditional Affairs
- SALARY** : R1 073 187 per annum (Level 13), all-inclusive package
- CENTRE** : Kimberley Provincial Office (Larry Moleko Louw Building)
- REQUIREMENTS** : To qualify for the appointment the applicant must be in possession of a Bachelor of Arts Degree in Humanities / Public Management (NQF Level 7) with 5 years' extensive middle management experience in the Public Service. A Valid driver's license is a prerequisite. Extensive knowledge of Traditional leadership environment, relevant legislation, protocol, processes and practices, Information management, Public service related legislation and regulations, PFMA and other related policy prescripts. Extensive Leadership and strategic management skills, Research Skills, Excellent interpretation of policy and legislation (development and processes), Communication and interpersonal skills, Networking and people skills, Planning and organizational skills, Project management skills, Financial Management skills, Diversity management skills, Computer skills, Conflict resolution skills, Problem solving skills, Strategic thinking and decision making skills, Analyzing skills, Excellent report writing skills.
- DUTIES** : Ensure the establishment of Traditional Institutions and coordinate Houses of Traditional Leadership support in the Northern Cape Province. Provide strategic leadership to the secretariat, Houses of Traditional Leaders and Management. Ensure administrative governance, financial and legislative

support for Traditional Leaders, councils and communities. Provide community development, partnership development and capacity building services to the institution of traditional leaders and communities. To manage, support and direct research with regards to dispute resolution and developmental issues pertaining to traditional leadership and institutions. Oversee administration and financial support to traditional councils. Provide direction and advice on traditional leadership policy, legislation and research as well as monitor the alignment with National legislation and institutional developments. Oversee the implementation of policies, legislation, prescripts and processes pertaining to traditional leadership and institutions. Respond to people's needs and provide services by being, fair, impartial, and without bias. Be development-orientated regarding communities, staff and traditional councils. Promote an institution that is people centered, accountable, responsive and informative. Handle disputes regarding succession, land administration. Oversee research management. Compile the budget and oversee the responsible spending thereof.

**ENQUIRIES
NOTE**

: Mr. B.S. Lenkoe Tel No: (053) 830 9427
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POST 18/330

: **DIRECTOR: HUMAN SETTLEMENTS PROGRAMMES & PROJECT
MANAGEMENT REF NO: HS 8/5/22**
 Branch: Human Settlements

**SALARY
CENTRE
REQUIREMENTS**

: R1 073 187 per annum (Level 13), all-inclusive package
 : Kimberley Provincial Office (Larry Moleko Louw Building)
 : An undergraduate qualification (NQF 7) in Civil Engineering or in Built Environment. A minimum of 5 years MMS experience in built environment. Knowledge of Financial management; Contract management; Programme and project management; Information management. Public Finance Management Act, Technical knowledge of the built environment, Civil and Construction regulations, Political Environment, Procurement processes and systems, Occupational health and safety, Financial administration processes and systems (WCS), PMBOK Guidelines. Skills: Management skills; Advanced report writing; Advanced communication; Analytical thinking; Strategic planning; Negotiation skills; Programme and project management skills; Organizing and planning; Policy formulation. Ability to work independently. Willing to adapt work schedule in accordance with professional requirements and compelling circumstances. Ability to work effectively and efficiently under pressure. Ability to meet tight deadline whilst delivering excellent results.

DUTIES

: Manage and coordinate the provision of housing infrastructure to allocated beneficiaries, Manage and coordinate town planning and land survey which includes upgrading of informal settlements within the province. Manage and coordinate provision of infrastructure which include water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works), sewer lines, oxidation ponds, water treatment plant; transport engineering (design and construction: of roads and pavements) and (iii) construction materials. Manage and provide support and coordinate monitoring and evaluation of regional offices in the development and construction of good quality houses, Manage and coordinate the monitoring and evaluation of all human settlement projects during and post implementation thereof. Manage the implementation and monitoring of human settlements development guidelines, processes, standards and strategies: Identify infrastructure and construction management trends and opportunities for businesses processes improvement. Ensure compliance with project processes approved programs and relevant

framework. Ensure the development and implementation of support tools. Ensure the implementation of sound effective and efficient internal control system. Manage the Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Develop and manage the operational plan of the Directorate and report on progress as required; Manage performance and development of employees; Establish, implement and maintain efficient and effective communication arrangements; Compile and submit all required administrative reports; Quality control of work deliver Monitor the budget and expenditures for the Directorate. Mr. B.S. Lenkoe Tel No: (053) 830 9427

**ENQUIRIES
NOTE**

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POST 18/331

: **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: FIN 9/05/22**
Branch: Office of the Chief Financial Officer

**SALARY
CENTRE
REQUIREMENTS**

: R1 073 187 per annum (Level 13), all-inclusive package
: Kimberley Provincial Office (Larry Moleko Louw Building)
: A recognized Bachelor's Degree or equivalent three-year qualification (NQF Level 7) as recognized by SAQA, preferably in Supply Chain Management/ Financial Management/ Business Administration/Logistics/Purchasing Management. A post Graduate Qualification will be an added advantage. Minimum of 5 (five) years' experience middle/senior management level, Minimum 5 (five) years of functional experience at a Supply Chain Management Unit within the Public Sector environment. A valid drivers' license. A compulsory Pre-Entry Senior Management Certificate will be required before assumption of duty.

DUTIES

: Manage an effective and efficient Supply Chain Management. Provide technical advisory services on an array of SCM related issues, exercise control over the entire Supply Chain Management Directorate (Demand, Acquisition, Assets and Contract Management functions). Liaise where necessary with the relevant stakeholders involved with the procurement activities of the Department. Coordinate, compile and manage the timely and correct submission of reports to internal and external stakeholders. Ensure prompt submission of documents to the Chief Financial Officer and Head of Department. Identify and provide training to staff as required. Respond to audit queries. Manage the implementation of risk management strategy with the directorate. Implement and maintain a system of protection of information within the directorate. Preserve the highest standards of honesty, integrity, impartiality and objectivity. Update and maintain SCM policies and procedures. Set performance standards with respect to service delivery, clients and value for money per category demand purchases. Manage and enhance the performance of the SCM Directorate, including implementation of recommendation form audit findings (internal and external audit findings), action plans to mitigate against identified risks. Perform other related functions as may be directed by the Chief Financial Officer.

**ENQUIRIES
NOTE**

: Mr. B.S. Lenkoe Tel No: (053) 830 9427
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OTHER POSTS

- POST 18/332** : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A: REF NO: HS10/05/22**
Branch: Human Settlements and Projects
- SALARY** : R1 058 469.per annum, (all-inclusive salary package OSD)
CENTRE : Kimberley Provincial Office (Larry Moleko Louw Building)
REQUIREMENTS : A relevant Bachelor's degree or equivalent qualification in a technical field/the Built Environment with a minimum of 6 years post qualifications professional experience is required, Professional registration with the South African Council for Project and Construction Management Professions (SACPCMP) is compulsory. A valid driver's license and the ability/willingness to travel are essential. Extensive understanding of the NEC, JBCC and GCC form of contract. Knowledge of programme and project management, Project design and analysis, legal and operational compliance as well as the creation of a high-performance culture, Communication skills, Problem-solving and analysis skills, Decision making and conflict management skills, Research and development, Strategic capability and leadership, Financial management and computer skills, Negotiation skills. Applicable legislation and prescripts in the Project Management field, Civil and Construction industries.
- DUTIES** : Technical specification and evaluation of professional service providers' and contractors' bids in terms of project specification, scope of works, general condition of contract, bill of quantities, EPWP requirements and Occupational Health and Safety Act. Ensure that construction projects are implemented in line with the NHBRC requirements and standards, Manage construction projects on his/her own, ranging from large-scale capital projects, to maintenance projects and service contracts, Ensure that the needs of clients are well interpreted into manageable scopes of work, Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans, Coordinate all internal resources required to ensure the bidding process for appointment of contractors, Conduct technical inspections and integrity surveys on various construction assets, Ensure that appointed consultants manage the quality of work within their professional scope and responsibility, Ensure that contractors timeously receive all relevant specifications and details to construct, Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department, Process all interim monthly payments as per the conditions of contract and in line with Government's commitment to pay invoices timeously, Prepare and submit project information to be filed to the Head of Directorate Secure all required funding for the projects through internal set processes, Ensure that project information is filed appropriately for easy access during audit, Cultivate a culture of good working relationships with fellow colleagues within the Department, Adhere to conditions of Occupational Health and Safety, Conduct research on new best practices of materials, techniques and methods, Ensure delivery of projects within parameters of time and cost to establish and promote effective relationships with clients, Provide expert advice to the Department. Monitor the performance of Project Managers under his/her supervision, Mentor, develop and offer technical support to improve performance.
- ENQUIRIES** : Mr. G.A Booyesen Tel No: (053) 830 9531
NOTE : "With reference to the DPSA Directive on the pre-entry Senior Management certificate, successful candidates are expected to produce proof of completion of the course prior to taking up appointment". To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: <https://www.thensg.gov.za>. The selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments) Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the department. The successful

candidate will sign an annual performance agreement, complete a financial disclosure form and will also be required to undergo a security clearance.

- POST 18/333** : **ENGINEER (PRODUCTION) GRADE A: REF NO: HS 11/05/22**
Branch: Human Settlements and Projects
- SALARY** : R728 829 per annum, (all-inclusive salary package OSD)
CENTRE : Kimberley Provincial Office (Larry Moleko Louw Building)
REQUIREMENTS : A BSc or BEng in Civil Engineering. Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa (ECSA). A minimum of 3 years post qualifications professional experience is required. experience in various fields of civil engineering which include but not limited to: (i) geotechnical investigations and designs; (ii) water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works), sewer lines, oxidation ponds, water treatment plant; transport engineering (design and construction: of roads and pavements) and (iii) construction materials. Exposure to the main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM) will be an added advantage. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license and the ability/willingness to travel are essential.
- DUTIES** : Provide inputs to other professionals with tender administration, evaluate infrastructure business plans and prepare submissions to justify funds for infrastructure projects under supervision of a chief engineer. Conduct technical inspections and integrity surveys on various civil engineering assets. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake in-house designs, documentation and implementation of minor projects.
- ENQUIRIES** : Mr. G.A Booyesen Tel No: (053) 830 9531
- POST 18/334** : **CONSTRUCTION PROJECT MANAGER (PRODUCTION) GRADE A REF NO: HS 12/05/22**
Branch: Human Settlements and Projects
- SALARY** : R728 829 per annum, (all-inclusive salary package OSD)
CENTRE : Kimberley Provincial Office (Larry Moleko Louw Building)
REQUIREMENTS : A relevant Bachelor's degree or equivalent qualification in a technical field/the Built Environment with minimum of 3 years post qualifications professional experience is required, Compulsory registration with the SACPCMP as a Professional Construction Manager, A valid driver's licence, Computer literacy. Knowledge and understanding of the following Acts: The Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills, Knowledge and understanding of the NEC, JBCC and GCC form of contract.
- DUTIES** : Contribute to project initiation, scope definition and scope change control for envisaged projects, Provide inputs to other professionals with tender administration, Full project management function, cost, quality and time control, Manage project cost estimates and control changes in line with allocated budgets, Plan and attend project meetings during the project phases, Assist with the compilation of project documentation to support project processes, Implement project administration processes according to Government requirements, Ensure implementation of procurement activities and adherence thereof to Government policies, Provide assistance in

implementing and assuring that project execution is in accordance with the approved project norms and time schedules, Support the project environment and activities to ensure that project objectives are delivered timeously, Manage and engage in multidisciplinary construction teams regarding the construction/maintenance of facilities, Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework. Conduct technical inspections and integrity surveys on various construction assets. Manage day to day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimise risk on projects. Report project progress to Chief Construction Project Manager.

ENQUIRIES : Mr. B.S. Lenkoe Tel No: (053) 830 9427

POST 18/335 : **ENGINEER (PRODUCTION) GRADE A: REF NO: HS 13/05/22**
Branch: Human Settlements

SALARY : R728 829 per annum, (all-inclusive salary package OSD)
CENTRE : Provincial Office (Kimberley)
REQUIREMENTS : A BSc or BEng in Civil Engineering. Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa (ECSA). A minimum of 3 years post qualifications professional experience is required. experience in various fields of civil engineering which include but not limited to: (i) geotechnical investigations and designs; (ii) water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works), sewer lines, oxidation ponds, water treatment plant; transport engineering (design and construction: of roads and pavements) and (iii) construction materials. Exposure to the main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM) will be an added advantage. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license and the ability/willingness to travel are essential.

DUTIES : Provide inputs to other professionals with tender administration, evaluate infrastructure business plans and prepare submissions to justify funds for infrastructure projects under supervision of a chief engineer. Conduct technical inspections and integrity surveys on various civil engineering assets. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake in-house designs, documentation and implementation of minor projects.

ENQUIRIES : Mr. G.A Booyesen Tel No: (053) 830 9531

POST 18/336 : **DEPUTY DIRECTOR HOUSING RESEARCH AND POLICY REF NO: HS 14/05/2022**
Branch: Human Settlements

SALARY : R744 255 per annum, (all Inclusive remuneration package)
CENTRE : Provincial Office (Larry Moleko Building)
REQUIREMENTS : The competent and qualified individual to facilitate the development of human settlements policy and research output and provide advice and support for sustainable human settlements. The successful incumbent must have strong analytical and problem-solving abilities and must be willing to travel for work as required. An appropriate post-graduate (or higher qualification) in fields related to the Built Environment, Social Sciences, Economics or Human Geography; A minimum of 5 years management level working experience of policy analysis and/or research in any of the following fields: Social Sciences, Built Environment, Human Geography, Economics or Human Settlements; A valid

(Code B or higher) driving license. A Master's Degree in relevant field of Built Environment, Social Sciences, Economics or Human Geography; Knowledge and experience in: Research and managing research or policy development projects; Sustainability initiatives and policies within the built environment; Human settlements and/or local government legislation and policies, will serve as an advantage. Proven knowledge in: Relevant public service legislation, policies, guidelines with focuses on human settlements, local government or related; Applying qualitative and quantitative research methods and policy development processes. Excellent skills in: Project management and administration; Research; Presentation and report-writing; Communication; Computer literacy in MS Office, Internet, Intranet and other relevant software packages. Ability to: Operate at a strategic level and manage engagements with stakeholders and partners; Advise and support government departments and municipalities on human settlements policy and research when requested; Work effectively both as part of a team and independently. Must be detail conscious, goal driven, adaptable and a team player.

DUTIES : Provide information on and interpretation of human settlement policies and relevant legislation; Design and conduct human settlements research projects that meet the research objectives of the Directorate, Chief Directorate, and the Department; Facilitate the development of human settlement policies, policy review processes, and policy guidelines in line with relevant human settlements legislation; Establish and maintain networks, partnerships, reference groups and consultation processes as necessary to support policy and research; Facilitate the dissemination of relevant human settlements policy and research outputs/information to relevant stakeholders; People and Operational management.

ENQUIRIES : Mr. G.A Booyesen Tel No: (053) 830 9531

POST 18/337 : **DEPUTY DIRECTOR HOUSING PLANNING REF NO: HS 15/05/2022**
Branch: Human Settlements

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (all Inclusive remuneration package)
: Provincial Office (Larry Moleko Building)
: Applicants must be in possession of a Degree/B Tech Degree in Town and Regional Planning coupled with a minimum of 3 years junior management/middle management experience. Registration with SACPLAN as Professional Planner. A valid driver's license. Competencies: Knowledge of strategic planning; Planning legislation and process; Public service reporting and procedures and work environment; Knowledge of Extensive knowledge of housing legislation & policies and development processes; Public Service Regulations; Public Service Act; Municipal Policies; PFMA and MFMA; Housing Act and Housing Code; Ability to understand and comply with resolution; Analytical and Strategic thinking skills; Report writing, Presentation and Facilitation skills; Financial management skills; Project management skills; Communication skills; Application of policy and Research skills; Computer literacy; Time management skills; Good interpersonal relations; Understanding of strategic planning and budgetary processes; Innovative and strategic thinker; Willing to learn and travelling; Independent; Client/customer focus (both internal & external); Work under pressure; Flexible and open to challenge; Service orientated; Integrity; Quick thinker. Must be detail conscious, goal driven, adaptable and a team player.

DUTIES : Review of the multi-year housing development plan in accordance with the National Housing guidelines; Develop basic service provision plans for identified municipalities with informal settlements; Coordinate support to the municipalities in developing and review municipal housing sector plans; Maximize the horizontal and vertical linkages with relevant role players in all three spheres of government in relation to integrated planning; Develop and maintain the project pipeline Research, develop and implement policies and procedures for the sub-directorate; Fulfil and ensure compliance including adherence with all management and administrative processes within the directorate; Manage effective and efficient utilization of human and financial resources.

ENQUIRIES : Mr. G.A Booyesen Tel No: (053) 830 9531

- POST 18/338** : **DEPUTY DIRECTOR: COMPLIANCE & CONTRACT MANAGEMENT REF NO: FIN 16/05/22**
Branch: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), all-inclusive package
: Kimberley Provincial Office (Larry Moleko Louw Building)
: A recognized Bachelors Degree or equivalent qualification (NQF 7) as recognized by SAQA preferably in Finance/SCM/Logistics or B.Com Law. Must have 3 to 5 years related contract Management experience at a supervisory / Assistant Director level; Experience in local government / public administration. Drivers' License is a prerequisite. Knowledge of the SCM policies and Prescripts. Knowledge of logistics, demand and acquisition management. Knowledge of financial management. Knowledge of the Public Service Act. Analytical skills, Computer skills, Planning and Organizing skills, Report writing skills, Project Management skills, Presentation and facilitation skills, Communication skills, Problem solving skills, Interpersonal skills.
- DUTIES** : Manage the functional operation of the Sub directorate: Supply Chain Contract Management. Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services. Manage the coordination; review and monitoring of contract compliance by determine whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Manage the Sub Directorate: Supply Chain Contract Management and undertake all administrative functions required with regard to financial and HR administration. Maintenance of discipline. Management of performance and development and other related administrative functions. Establish, implement and maintain efficient and effective communication arrangements. Manage and oversee the process of drafting contracts and service level agreements in the department.
- ENQUIRIES** : Mr. R. Stander Tel No: (053) 830 9400
- POST 18/339** : **DEPUTY DIRECTOR: ORGANISTIONAL DEVELOPMENT REF NO: CS 17/05/22**
Branch: Organisational Development
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), all-inclusive package
: Provincial Office (Larry Moleko Building)
: National Diploma/Degree (NQF Level 7 as recognized by SAQA) in Human Resource Management/Management Services/Production Management/Industrial Psychology/Operations Management or any other relevant, equivalent qualification .Three (3) – five (5) years' relevant experience at Assistant Director level ,A valid driver's license .Competencies: In-depth Knowledge of government prescripts .Job evaluation. Job description and Organisational design, Knowledge of application of Org Plus and Equate systems, DPSA directives and policies on OD and Job Evaluation Business Processes .Knowledge of the HR planning. Project management. Formulation and interpretation of policies. Sound organizing and planning skills. Good communication skills. Computer literate, Problem solving and negotiation skills. Presentation skills Leadership creativity, all management skills.
- DUTIES** : Manage the organisational structures, establishment and post provisioning of Department Manage the Human Resource Planning and Strategy, Manage the job evaluation, facilitation and development of job descriptions ,Manage service delivery models, business process mapping and standard operating procedures ,Manage Sub-Directorate staff performance and perform ad-hoc tasks as delegated by the Director.
- ENQUIRIES** : Ms. .K Moitsemang Tel No: (053) 830 9458

POST 18/340 : **DEPUTY DIRECTOR- HUMAN SETTLEMENTS PROJECT MONITORING & EVALUATION: REF NO: HS 18/05/22**
Branch: Human Settlements & Projects

SALARY : R744 255 per annum (Level 11), all-inclusive package
CENTRE : Kimberley Provincial Office (Larry Moleko Louw Building)
REQUIREMENTS : A National Diploma or B.Tech or Bachelor's degree qualification in Project Management (NQF 7) as recognized by SAQA with an added 3 to 5 years' supervisory experience relating to project management and monitoring (Registration with Project Management South Africa (PMSA) will be an added advantage), Experience in built environment. Understanding of strategic planning, Knowledge of the public sector legislative and regulatory framework pertaining to strategic leadership, Research skills, Good analytical skills, Networking and Interpersonal skills, Conflict resolution skills, Complex report writing skills, Project management skills, Presentation and facilitation skills, People management, Negotiation skills, Communication skills, Computer and diversity skills. A valid driver's license and the ability/willingness to travel are essential.

DUTIES : Develop a single common provincial Infrastructure Plan that will be monitored and centrally driven by the provincial head office in terms of all human settlements projects. Facilitate and manage human settlement project progress for all the region. Consolidate monthly progress and quarterly report for human settlements town planning, infrastructure as well as top structures. Facilitate National human settlements project level monitoring and sites visits for the province. Ensure that project information is filed appropriately for easy access during audit. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Develop and manage the operational plan of the Directorate and report on progress as required; Manage performance and development of employees; Establish, implement and maintain efficient and effective communication arrangements; Compile and submit all required administrative reports; Quality control of work deliver Monitor the budget and expenditures for the Directorate.

ENQUIRIES : Mr. G.A Booyesen Tel No: (053) 830 9531

POST 18/341 : **CONTROL ENVIRONMENTAL OFFICER (GRADE A) REF NO: HS 19/05/22**
Branch: Human Settlements and Projects

SALARY : R502 647 per annum, (all-inclusive salary package OSD)
CENTRE : Provincial Office (Larry Moleko Building)
REQUIREMENTS : An appropriate four-year degree/honours or equivalent qualification (NQF L8) in Natural or Environmental Sciences and six (6) years post-qualification experience. A clear understanding of the Department's role and policy with respect to Environmental Management. Broad knowledge in EIA Regulations and administration in terms National Environmental Management Act (Act No.107 of 1998) (NEMA) and other related environmental regulations governing the environment. Knowledge on Integrated Environmental Management. A basic understanding of government's procurement processes. Innovative thinking, negotiating and networking skills. Managerial skills. Good verbal and written communication and report writing skills are essential. A valid driver's license and the ability/willingness to travel are essential. Knowledge of Human Resources policies. A clear understanding of transformation in the Public Service.

DUTIES : Assess and evaluate human settlements business plans environmental alignment. Ensure the implementation of human settlements projects is aligned to NEMA. Provide input on town planning, infrastructure and housing submission in relation to environmental management and monitoring. Conduct site inspection in human settlements project in line with environmental activities (compliance, monitoring and enforcement (policy) with NEMA Act and Regulation). Perform environmental monitoring, compliance and audit during construction phase in line with environmental management plan and EIA Regulation. Assist with the coordination of environmental impact assessment processes. Provide technical support to municipalities and regional offices in line with environmental Acts and Regulation. Facilitate training and environmentalist.

ENQUIRIES : Mr. G.A Booyesen Tel No: (053) 830 9531