

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

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.

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management: Department of Human Settlements, Private Bag X 2145, Mmabatho, 2735, hand deliver to Cnr Provident Drive and University Drive, West wing, 2nd floor Garona Building, Mmabatho.
- CLOSING DATE** : 24 June 2022, Time (15H00)
- NOTE** : Directions to Applicants: Applications must be submitted in the prescribed form, new Z83 (fully completed), obtainable from any Public Service office. Kindly take note of Circular 19 of 2022 regarding the practice note on the Z83 application and completion thereof. Submission of original/certified certificates will be expected from all the shortlisted candidates only, and such documents should be submitted before or on the day of the interview. 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. NB: The department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

MANAGEMENT ECHELON

- POST 20/243** : **DIRECTOR HOUSING SUBSIDY ADMINISTRATION AND CLAIMS REF NO: H/S 07/22-23**
Directorate: Housing Subsidy Administration and Claims
- SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), all-inclusive remuneration package
: Head Office Mafiekng
: Matric/grade 12. Degree (NQF level 7) as recognised by SAQA) in Public Management or any other relevant equivalent qualification. Pre-entry certificate for SMS. Minimum 5 years relevant experience at Middle Management/ Deputy Director Level. Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge of Public Service Legislations and other Regulations, Housing Development Policy and Acts, Financial Management, Computer Literacy, Communication and Interpersonal Skills, Extensive knowledge of PFMA and DORA.
- DUTIES** : Manage the Administration of Housing subsidies. Manage the processing of Housing claims. Manage the provision of deeds management services. Ensure proper timeous disbursement of the Housing fund through the processing of claims in respect of all Housing programmes. Manage and mitigate risks associated with the subsidy administration and claims directorate. Manage human and financial resources.
- ENQUIRIES** : Mr V. Bidi Tel No: 018 388 5510
- POST 20/244** : **DIRECTOR: QUALITY ASSURANCE, PROJECT MONITORING AND IMPLEMENTATION REF NO: H/S 08/22-23**
Directorate: Housing Subsidy Administration and Claims
- SALARY CENTRE** : R1 073 187 per annum (Level 13), all-inclusive remuneration package
: Head Office Mafiekng

REQUIREMENTS : Matric/grade 12. Degree (NQF level 7) as recognised by SAQA) in Project Management/ Built Environment/ Civil Engineering studies/ Human settlement. Pre-entry certificate for SMS. Minimum 5 years relevant experience at Middle Management (Deputy Director Level). Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge of the Constitution of RSA 1996 and other applicable legislative and regulatory requirements, policies and standards, ability to analyse complex information and large datasets, in-depth understanding of the Built Environment, experience in dealing with Municipalities, budget and financial management, economic and fiscal policy, government budget processes and financial analysis, vast knowledge of housing environment policy, extensive knowledge of PFMA and DORA, good interpersonal skills, good knowledge of corporate governance.

DUTIES : Management of the delivery of prescribed housing programmes within District. Management of the implementation of the National and Provincial Housing programmes and policies in the District. Source and oversee the implementation of a wide range of models and scenarios to establish Human Settlements and service delivery. Participate in the Development of the Departmental strategic plan and Annual Performance plan. Ensure that the business plan is in line with the priorities set out in the Provincial growth and development strategy and plan. Facilitate the development of a series of high-level plans for the establishment of centres of competence. Develop and implement a strategic partnership and engagement with the Department of Trade and Industry and other stakeholders in developing sustainable Human Settlements. Overall management of both financial and human resources for the directorate.

ENQUIRIES : Mr V. Bidi Tel No: 018 388 5510

OTHER POSTS

POST 20/245 : **PROFESSIONAL TOWN AND REGIONAL PLANNER GRADE C REF NO H/S 09/22-23**
Directorate: Housing Technical Support Services

SALARY CENTRE REQUIREMENTS : R809 634 per annum, all-inclusive remuneration package, (SL- OSD)
: Head Office (Mmabatho)
: Matric/Grade: 12. Degree in Urban/Town and Regional planning (NQF Level 7) or any other relevant, equivalent qualification. Compulsory registration with SACPLAN. 3 years post qualification professional experience required. A Valid driver's Licence. Competencies/Knowledge/Skills: Programme and Project management. T&R principles and methodologies. Research and development. Computer-aided applications. Professional judgement. Technical consulting. Report writing. Team leadership. Analytical and Communication skills.

DUTIES : Develop integrated planning for short and long term sustainable human settlements. Monitor the growth patterns of human settlements. Conduct readiness and feasibility assessment. Monitor the implementation of human settlements planning projects in accordance with the approved business plan.

ENQUIRIES : Mr M.G Mashabane Tel No: 018 388 5486

POST 20/246 : **CONTROL GIS TECHNICIAN GRADE B REF NO: H/S 10/22-23**
Directorate: Strategic Management Services
2 Years Contract

SALARY CENTRE REQUIREMENTS : R797 658 per annum, all-inclusive remuneration package, (OSD)
: Head Office (Mmabatho)
: Matric/Grade 12. Diploma/Degree (NQF Level 7 as recognised by SAQA) in Geographic Information Science/ Geomatics/Geography/Earth Science/ Environmental Science or any other relevant, equivalent qualification. 6 years post qualification GIS related experience with two (2) years of GIS software packages. Compulsory registration with South African Geomatics Council (SAGC) / PLATO as GISc Technician. Valid driver's Licence. Competencies/Knowledge/Skills: Proven experience in Human Settlements GIS related assignments. Understanding of Government's planning framework. Geographical Information System mobile devices operating. Financial, programme and project management. Legal and operational compliance. GIS system maintenance. Geo-database design and analysis. Research and development. Creating high performance organisational culture.

DUTIES : Technical report writing. Understanding of spatial planning. GIS implementation and strategies. Accountability. Organize, process knowledge. Design, plan and perform advanced GISc analysis to address organisational strategic objective. Facilitate the collection and capturing of spatial data from various formats and sources. Coordinate the design, development and creation of geospatial databases. Develop and manage spatial information and GIS to all clients in the department. Research, investigate and advice on new GIS technologies, advice on research viability and feasibility.

ENQUIRIES : Mr Magakwe Tel No: 018 388 2272

POST 20/247 : **SNR LEGAL ADMIN OFFICER REF NO: H/S 11/22-23**
Directorate: Legal Services

SALARY : R774 660 per annum, all-inclusive remuneration package (MR 6)
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade 12. LLB Degree (NQF Level 7 as recognised by SAQA) or any other relevant, equivalent qualification. Atleast 5-8 year's relevant experience in legal matters. Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge of the constitution of the Republic of South Africa, 1996. PFMA, 1999. Regulations and all acts and regulations administered by the department. Good knowledge of corporate governance. Proven management and leadership skills. Conflict resolution. Good interpersonal skills. Computer literacy Planning and organizing skills. Project management. Change management skills and management skills.

DUTIES : Provide verbal and written legal opinions to the department on issues affecting the department. Draft legal documents and contracts entered by/with the department. Liaise with the chief state law advisor and the state attorney regarding litigation matters. Provide legislative drafting services.

ENQUIRIES : Mr T Lerefolo Tel No: 018 388 4832

POST 20/248 : **DEPUTY DIRECTOR: HOUSING SUBSIDY CLAIMS REF NO: H/S 12/22-23**
Directorate: Housing Subsidy Administration and Claims

SALARY : R744 255 per annum (Level 11), all-inclusive remuneration package
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade 12. National Diploma/ Degree (NQF Level 6/7 as recognised by SAQA) in Public Management or any other relevant, equivalent qualification. 3-5 years relevant experience at Assistant Director in Housing Development. Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge of Public Service Legislations and other Regulations, Computer Literacy/ Excellent with Excel, Knowledge of HSS, Communication and Interpersonal skills, Extensive Knowledge of PFMA and DORA. Report writing skills.

DUTIES : Administration and Management of all subsidy claims in terms of the various Human settlements programmes. Maintain and ensure administration and management of Human Settlement capital funds. Manage the production of the HSDG (Human Settlements Development Grant). Administer daily, weekly and monthly and process claims status registers and process claims reports. Management of claims in terms of all non-credit linked individuals as well as FLISP programmes.

ENQUIRIES : Mr V. Bidi Tel No: 018 388 5510

POST 20/249 : **DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: H/S 13/22-23**
Directorate: Strategic Management Services

SALARY : R744 255 per annum (Level 11), all-inclusive remuneration package
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade 12. National Diploma/ Degree (NQF Level 6/7 as recognised by SAQA) in Public Administration/ Management or any other relevant, equivalent qualification. 3-5 years relevant experience at Assistant Director Level. Valid driver's Licence. Competencies/Knowledge/Skills: Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative frameworks and variety of work ranges and procedures governing the public services such as Labour Relations Act, Public serviced Act, Public Service Regulation, Promotion of Access of Information Act, EXCO resolutions, Managerial functions, Medium-Term Strategic Framework. Ability to interpret and apply policies, Analytical and innovative

		thinking, Research, Report writing, Presentation and facilitation skills, Organizing and leadership skills, Conflict management.
<u>DUTIES</u>	:	Facilitate strategic and operational planning sessions. Coordinate the development of strategic and operational plans in line with accepted planning guidelines. Align departmental planning with National, Provincial and sectors plans. Management of HR practices and administration in the unit.
<u>ENQUIRIES</u>	:	Mr Magakwe Tel No: 018 388 2272
<u>POST 20/250</u>	:	<u>DEPUTY DIRECTOR: ASSET AND DISPOSAL MANAGEMENT REF NO: H/S 14/22-23</u> Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum (Level 11), all-inclusive remuneration package
	:	Head Office (Mmabatho)
	:	Matric/Grade 12. National Diploma/ Degree (NQF Level 6/7 as recognised by SAQA) in Administration or any other relevant, equivalent qualification. 3-5 years relevant experience as an Assistant Director in supply chain/ Asset management. Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge of government financial systems (BAS/WALKER/BAUD). Knowledge of SCM processes. Conversant with PFMA and GIAMA. Communication skills. Computer Literacy. Good telephone etiquette. High level of reliability. Presentation skills
<u>DUTIES</u>	:	Manage the disposal of assets. Maintain the loss register. Develop and monitor the implementation of movable and immovable asset management strategy. Participate in preparation of interim financial statements and annual financial statements. Ensure the safeguard of assets and implementation of the maintenance plan. Conduct asset verification of movable assets. Facilitate investigations, record and report on theft, loss, damage and mismanagement of assets
<u>ENQUIRIES</u>	:	Ms M Tumane Tel No: 018 388 2474
<u>POST 20/251</u>	:	<u>LEGAL ADMIN OFFICER REF NO: H/S 15/22-23</u> Directorate: Legal Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R378 990 per annum (MR 5)
	:	Head Office (Mmabatho)
	:	Matric/Grade 12. LLB Degree (NQF Level 7 as recognised by SAQA) or any other relevant, equivalent qualification. At least 3 year's relevant experience in Civil Litigation. Contract drafting and legal opinions is essential. Valid driver's Licence. Competencies/Knowledge/Skills: Knowledge of the constitution of the Republic of South Africa, 1996. PFMA, 1999. Regulations and all acts and regulations administered by the department. Good knowledge of corporate governance. Proven management and leadership skills. Conflict resolution. Good interpersonal skills. Computer literacy Planning and organizing skills. Project management. Change management skills and management skills.
<u>DUTIES</u>	:	Provide verbal and written legal opinions to the department on issues affecting the department. Draft legal documents and contracts entered by/with the department. Liaise with the chief state law advisor and the state attorney regarding litigation matters. Provide legislative drafting services
<u>ENQUIRIES</u>	:	Mr T Lerefelo Tel No: 018 388 4832
<u>POST 20/252</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HUMAN SETTLEMENTS RESEARCH REF NO: H/S 22/22-23</u> Directorate: Research and Policy Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum (Level 08)
	:	Head Office (Mmabatho)
	:	Matric/Grade 12. National Diploma with 3-5 years relevant experience/ relevant Degree and 2-3 years relevant experience/Honours Degree with 1-2 years relevant experience or Master Degree with no experience. Competencies/Knowledge/Skills: In-depth knowledge of relevant government legislation and prescripts applicable to the public service. Verbal and written communication.
<u>DUTIES</u>	:	Develop departmental research agenda. Stakeholder engagements and assessments. Conduct research and evaluation on departmental programmes. Facilitate dissemination of research findings to relevant stakeholders. Human resource supervision.

ENQUIRIES

: Ms H Du Plessis Tel No: 018 388 3863