

**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 February 2023
- 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 Applicants are not required to submit copies of qualifications and other relevant documents on application. 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. Shortlisted candidates must be available at the date and time determined by the panel, or risk disqualification.

MANAGEMENT ECHELON

- POST 02/314** : **DIRECTOR: HOUSING ADMINISTRATION REF NO: HS/01/01/2023**
- SALARY** : R1 105 383 per annum, (all-inclusive package)
- CENTRE** : Provincial Office (Kimberley)
- REQUIREMENTS** : An appropriate recognised Bachelor's degree (NQF7) and strong understanding of Human Settlement Development issues and business administration, plus a minimum of 5 years middle management experience, exceptional ability to innovative thought, vision and drive and strong leadership. Sound knowledge of the Public Management framework, Strategic Leadership, policy formulation, implementation and monitoring as well as approve record of accomplishment of leading Change Management initiatives and applying innovative thinking. Knowledge of the Department's mandate and its relationship with National and Provincial, Business and other stakeholders. Knowledge of Government's human settlement policy and related programme. Proven high-level liaising and communication ability and highly developed negotiations skills. Background of risk management and Finance will be an added advantage. Competencies: Strategic ability and Leadership programme and project management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and

- Analysis, People Management and Empowerment, Client Orientation and Customer Focus.
- DUTIES** : The successful candidate will, manage the provincial title deeds programme, acquisition of land and manage the human settlements inventory and housing fund. Manage the effective utilisation and reporting of human settlements development grant (HSDG) and Informal Settlements upgrading partnership grant (ISUPG), facilitate and manage the housing subsidy system and reporting. Manage and coordinate the housing registry and administration of the housing fund, Manage and facilitate the 30-day payment of received invoices, manage the housing subsidy system (HSS), report on HSGD and ISUPG expenditure, manage the performance of staff in the component. Coordinate and manage the transfer of properties to beneficiaries and acquisition of land, Assist to coordinate the utilisation, review, update and reporting on human settlement inventory. Manage; coordinate the implementation of the Extended Public Works Programme (EPWP) incentive grant.
- ENQUIRIES NOTE** : Mr. G.A. Booysen Tel No: (053) 830 9531
: "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 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). The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will be required to undergo a security clearance. Applicants should apply by using Z83 form and attach CV and certified copies of qualifications.
- POST 02/315** : **DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: HR/01/01/2023**
Directorate: Human Capital Management
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum, (all-inclusive package)
: Kimberley
: An appropriate recognised Bachelor's degree (NQF7) with a minimum of 5 years middle management experience. Extensive knowledge of human resource management, human resource utilization and human resource development, employee health and wellness, labour relations and people management. Applicants must have the ability to interact at both a strategic and operational level as well as the ability to conceptualize and drive strategic planning processes. Applicants should have extensive knowledge of legislation and policies governing human resource management, development and labour relations. Knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Employment Equity and Skills Development, computer literacy and a valid code EB driver's license is also required. Competencies: Strategic ability and Leadership programme and project management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, a self-motivated, dynamic, strategic and innovative thinker.
- DUTIES** : Responsible for the strategic repositioning of Human Resources within the Department, and overall strategic management of the Directorate. Ensure that HR becomes a strategic business partner and plays a greater strategic role in leveraging service delivery within the Department, managing human resource utilization and capacity development, employee health and wellness and employee relations and people management. Manage all components reporting to the incumbent. Manage, co-ordinate and initiate programmes and processes, which promote organizational development and job evaluation. Monitor and exercise control over the budget and expenditure for the Directorate and ensure effective utilization of financial resources, manage staff. Provide Strategic support to Senior Management.
- ENQUIRIES NOTE** : Ms. L Brand Tel No: (053) 830 9550
: "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 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). The successful candidate will sign an annual performance agreement, complete a financial disclosure form and will be required to undergo a security clearance. Applicants should apply by using Z83 form and attach CV and certified copies of qualifications.

OTHER POST

- POST 02/316** : **ENGINEER (PRODUCTION) GRADE A: REF NO: HS 02/01/2023**
Branch: Human Settlements and Projects
- SALARY** : R750 693 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