

**PROVINCIAL ADMINISTRATION: NORTHWEST
DEPARTMENT OF HUMAN SETTLEMENTS**

- APPLICATIONS** : Completed applications should be forwarded to the Director: Human Resource Management: Department of Human Settlements, hsjobs@nwpg.gov.za, 2735, hand deliver to Cnr Provident Drive and University Drive, West wing 2nd floor Garona Building, Mmabatho.
- CLOSING DATE** : 31 March 2024, Time (16H00)
- NOTE** : Directions to Applicants: Applications must be submitted on the prescribed form, new Z83 (properly completed), obtainable from any Public Service office. A comprehensive CV with competencies, experience and with full names addresses and telephone numbers of at least three referees. Applicants are not required to submit copies of qualifications and other relevant documents on applications, however shortlisted candidates must submit other relevant documents to HR on or before the day of the interview and must be certified. 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) (only when shortlisted) 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. Please note if you have not heard from us within three (03) months after the closing, please accept that your application was unsuccessful. NB: Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre - Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>. Successful SMS Shortlisted candidates will be subjected to a technical assessment and the selected interviewed candidates will undertake a two-day competency assessment at a venue and date determined by the Department. The competency assessment test generic managerial competencies using mandated DPSA SMS competency assessment tool. Appointment of successful candidate (s) will be strictly subject to the Personnel Suitability Checks results/outcome prior to appointment. 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. Directions on How to Fill in the New Z83 Form NB: Candidate should note the following information on the new Z83 application form: Part A: All fields must be completed in full. Part B: All fields must be completed in full except when: Passport number: South African applicants need not provide passport numbers An applicant has responded "No" to the question "Are you conducting business with the State? or are you a Director of a Public or Private company conducting business with the state? If yes (provide details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "in the event that you are employed in the Public Service, will you immediately relinquish such business interest?" "If your profession or occupation requires official registration, provide date and particulars of registration" – Some applicants may not be in possession of such therefore it is acceptable if left blank or if not applicable is indicated. Part C: All fields must be completed Part D: All fields must be completed Part E, F, G: Noting that there is limited space provided applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension

of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent reappointment under part F must be answered. Declaration must be completed and signed. 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. The posts are open for everyone, but preference will be given to people with disabilities and women in SMS. NB: The department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only.

MANAGEMENT ECHELON

POST 10/85 : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: H/S 10/ 24/25**
Component: Chief Directorate Corporate Services

SALARY : R1 436 022 per annum (Level 14). The inclusive remuneration Package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign employee contract.

CENTRE REQUIREMENTS : Head Office (Mmabatho)
: Matric/Grade12 Degree (NQF level 7) as recognised by SAQA in Human Resource /Management/ Industrial Psychology/ (Business/ Public) Administration/ Law/ Communications. Minimum five (5) years' relevant experience at Senior Management/Director level in corporate services functions A valid driver's license. Extensive Travelling. Nyukela certificate will be required at the time of appointment Competencies/ Knowledge and skills: Public Service Corporate Services prescripts, Government Priorities. PFMA, Treasury Regulations, PSA, PSR Labour relations, Reporting Procedures, Information Systems, Regulations and Amendments, SA Constitution, Employment Equity Act of 1998, Interpreting and Evaluating Information. Strategic Capability and Leadership Project and Programme management Financial management Change management People management and empowerment. Communication, Computer Literacy, Problem Solving and conflict management and Negotiation, Tact and Diplomacy, Teamwork and discipline.

DUTIES : Oversee Management of Information Communication and Technology services. Oversee provision of Human Resources and Utilization Management. Oversee Management of Security and Work environment services. Oversee implementation of Strategic Management, Monitoring and Evaluation services. Oversee Provision of Legal Services, Manage Audit and Management Queries. Management of Staff Performance and ad hoc tasks as delegated by HOD.

ENQUIRIES : Ms MK Mahlobo Tel No: (018) 388 2899

POST 10/86 : **DIRECTOR: HUMAN SETTLEMENTS PROJECT MANAGEMENT: DR KENNETH KAUNDA DISTRICT REF NO: H/S 11/ 24/25**
Component: Housing Development

SALARY : R1 216 824 per annum (Level 13). The inclusive remuneration Package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign employee contract.

CENTRE REQUIREMENTS : Head Office (Mmabatho)
: Matric/Grade 12; Degree / Postgraduate (NQF Level 7) as recognised by SAQA in Project Construction Management/Built Environment/Civil Engineering studies. Minimum 5 years' relevant experience at middle/senior managerial level. Nyukela Certificate will be required at the time of appointment. A valid driver's License. Extensive Travelling.

Competencies/Knowledge and Skills: Knowledge of the Constitution of RSA 1996, applicable Construction and Public service legislation and regulatory requirements. In-depth understanding of the build environment. Strategic Capability and Leadership Project and Programme management Financial management Change management People management and empowerment. Construction knowledge and legal compliance. Technical report writing. Knowledge of Government supply chain bid management process. In-depth knowledge and application of Human Settlements process and procedures. Good interpersonal skills. Ability to manage relations with stakeholders.

DUTIES : Overall management of the regional budget. Ensure on-time procurement of projects in the region. Oversee and direct construction projects from conception to completion. Manage project cost overruns daily and ensure a balance between project non-financial and financial performance. Coordinate and supervise construction inspectors. Select tools, materials, and equipment and track inventory. Meet contractual conditions of performance. Review regional/ District work performance on progress daily. Ensure adherence to all health and safety standards and report issues. Prepare internal and external reports on regional performance. Plan to prevent problems and resolve any emerging ones. Undertake contract reviews on a regular basis and take necessary consequence management where performance is not satisfactory. Analyse, manage, and mitigate risks. Manage office and technical staff and resolve any staff problems. Respond to service delivery issues related to projects implemented in the region. Management of Intergovernmental relations between key stakeholders in the built industry and three spheres of government.

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

OTHER POSTS

POST 10/87 : **DEPUTY DIRECTOR: STATUTORY BODIES SECRETARIAT SERVICES REF NO: H/S 12/ 24/25**
Component: Statutory Bodies Secretariat Support Services

SALARY : R849 702 per annum (Level 11). The inclusive remuneration Package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign employee contract.

CENTRE REQUIREMENTS : Head Office (Mmabatho)
: Matric/Grade 12; Degree /B-Tech / Advanced Diploma (NQF 7) in Public Administration/Public Management or other related qualifications, 3 – 5 years' experience as Assistant Director in the related field. A valid Divers Licence. Extensive Travelling. Competencies/ Knowledge and skills: Knowledge of Human Settlements/ Rental Tribunal and Public Service Administration Legislation, Policies and Frameworks. Applied Strategic Thinking Applying Technology Budgeting and Financial Management Communication and Information Management Continuous Improvement Citizen Focus and Responsiveness Developing Others Diversity Management Impact and Influence Managing Interpersonal Conflict and Resolving Problems Networking and Building Bonds Planning and Organising Problem Solving and Decision Making Project Management Team Leadership. Client Orientation and Customer Care. Strong MS Excel skills, strong presentation skills.

DUTIES : Provide secretariat support to the Rental Tribunal and other statutory bodies. Manage complaints in respect of residential rental properties. Develop and implement a marketing and media strategy for the Rental Tribunal and other statutory bodies. Manage the sub-directorate.

ENQUIRIES : Ms HH Du Plessis Tel No: (018) 388 3863/ 0836937203

POST 10/88 : **DEPUTY DIRECTOR: TRANSFORMATION & KNOWLEDGE MANAGEMENT REF NO: H/S 13/ 24/25**
Component: Strategic Planning Monitoring and Evaluation

SALARY : R849 702 per annum (Level 11). The inclusive remuneration Package consist of the Basic Salary, contribution to Government Employee Pension Fund, Medical Fund and a flexible portion in terms of applicable rules. The successful candidate must enter a performance agreement and sign employee contract.

CENTRE REQUIREMENTS : Head Office (Mmabatho)
: Matric/Grade 12 Certificate or equivalent; National Diploma / B Tech/ Degree in Industrial Psychology/ Management Services, Operations Management or related field. Three (3) years' experience as Assistant Director. Valid driver's license. Extensive Travelling. Competencies/Knowledge and skills: Change Management Strategies and methodologies, In-depth knowledge of Batho Pele Principles and implementation, Policy and Procedure Formulation, Public Service Prescripts, In-depth knowledge of the Operations Management Framework (OMF), Computer literacy, Policy analysis and interpretation, Presentation and report writing skills, Verbal and written communication skill, Computer Literacy.

DUTIES : Coordinate Batho Pele initiatives in the organisation. Coordinate the implementation of Transformation programmes. Coordinate the development and implementation Change Management Strategies. Coordinate Service Delivery Improvement Plans and Service Delivery Charter. Coordinate the development of the Service Delivery Model. Coordinate Knowledge Management programmes in the department. Institutionalise knowledge management capabilities in the Department. Plan, organise, Coordinates and manage all activities related to the design, development and implementation of performance data. Promote and facilitate the compliance to PAIA, POPIA and PAJA. Manage the sub-Directorate's resources and Supervise employees.

ENQUIRIES : Mr ME Magakwe Tel No: (018) 388 2272