

**PROVINCIAL ADMINISTRATION: NORTH WEST
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** : 25 October 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 assessments at a venue and date determined by the Department. The competency assessment test generic managerial competencies using mandated DPSSA 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 37/69** : **DIRECTOR: HUMAN SETTLEMENTS PROJECT MANAGEMENT REF NO: H/S 09/ 24/25**
Component: Housing Development
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
: Head Office (Mmabatho)
: Matric/Grade 12; Degree / Post graduate (NQF Level 7) as recognised by SAQA in Project Construction Management/Built Environment/Civil Engineering studies. Minimum 5 years' relevant experience at Deputy Director level. Public service Pre- entry certificate for SMS. A valid driver's License. Extensive Travelling. Competencies/Knowledge and Skills: Knowledge of the Constitution of RSA 1996 and other applicable legislative and regulatory requirements. Politics and standards. Ability to analyse complex information and large databases. In-depth understanding of the build environment. Project management. Technical analysis knowledge. Research and development. Knowledge of legal compliance. Technical report writing. Knowledge of Government supply chain bid management process. Human Settlements process and procedures. Knowledge and application of Human Settlements environment policy. Good interpersonal skills.
- 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 37/70** : **DEPUTY DIRECTOR: IT SERVICES REF NO: H/S 06/ 24/25**
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all – inclusive remuneration package)
: Head Office (Mmabatho)
: Matric/Grade 12 Diploma/Degree (NQF6/7) in Information Systems/Technology/ Computer Science or any other relevant qualification Minimum 3three (3) - five (5) years' relevant experience at Middle Management/Assistant Director level A valid driver's license. Competencies/ Knowledge and skills: IT strategy /policies development and governance; Project management; Network administration; Team leadership; Problem-solving; Communication skills; Cybersecurity; Cloud computing; Technical support; Verbal and written communication; Planning & Organizing skills; Computer Literacy; Expertise in network administration, systems integration, and cloud computing technologies, such as Microsoft Azure, MS Office 365 Suite.
- DUTIES** : Provide strategic and tactical planning, development, evaluation and coordination of the information and technology systems for the Department. Establish an information technology corporate governance strategy, policies, implementation and operational plans to give effect to the strategic direction and management plans of the department. Provide development and maintenance Department internet, intranet and web system and Database Administration. Oversees the back-office computer operations of the Department information systems, including local area network and wide area

network. Manage and Implement audit findings from the Auditor General and Internal Audit recommendations. Manage ICT Risk register at strategic and operational level. Management of quarterly and monthly operation reports on ICT accounting officer audit cluster reports. Represent the department at the PGITO Council. Conducted research, plan, develop and improve computer-based information systems, and software. Developing ICT Security Policy and conduct Information Security Awareness trainings. Management and Development of performance Agreement, work plans for IT staff and Leave Management.

ENQUIRIES : Ms D Lolokwane Tel No: (018) 388 2391

POST 37/71 : **PROFESSIONAL CONSTRUCTION PROJECT MANAGER (PRODUCTION) GRADE A REF NO: H/S 07/ 24/25**

SALARY : R833 499 per annum, (OSD)
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade 12; National Diploma (Built Environment field) with a minimum of 4 years and six months certified experience Degree/ BTech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Extensive Travelling. Competencies/ Knowledge and skills: Knowledge of relevant prescripts; Programme and Project Management; Project Principles and Methodologies; Research and Development; Computer – aided engineering applications; Knowledge and legal compliance; Technical report writing, creating high performance culture; technical consulting; professional judgement.

DUTIES : Manage and co-ordinate all aspects of projects:- Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management - Report project progress to the supervisor; and Manage project budget and resources; Office administration; Research and development: - Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and liaise with relevant bodies/councils on project management.

ENQUIRIES : Mr L Mkhize Tel No: (018) 388 5401

POST 37/72 : **ENGINEERING TECHNOLOGIST GRADE A REF NO: H/S 08/ 24/25**
 Component: Human Settlement Planning, Monitoring and Evaluation

SALARY : R429 930 per annum, (OSD)
CENTRE : Head Office (Mmabatho)
REQUIREMENTS : Matric/Grade 12 Certificate or equivalent; National Diploma / B Tech/ Degree in Engineering (B Tech). Three years post qualification Engineering Technologist experience required. Valid driver's license. Compulsory registration with ECSA as an Engineering Technologist. Extensive travelling. Competencies/Knowledge and skills: Project management; Technical design and analysis; Knowledge Research and development; Computer-aided engineering applications; Knowledge of building legal compliance; Technical report writing, Networking Professional judgement.

DUTIES : Provide technological advisory services; Support Engineers, Technicians and associates in field, workshop and office activities; Perform administrative and related functions; Compile and submit monthly and quarterly reports; Research and development.

ENQUIRIES : Mr L Mkhize Tel No: (018) 388 5401