

DEPARTMENT : DEVELOPMENT, PLANNING AND HUMAN SETTLEMENTS

SECTION : HUMAN SETTLEMENTS

STAFF VACANCY : HUMAN SETTLEMENT OFFICER (1 POST)

POST ID NUMBER : DPH 23

SALARY SCALE : R272, 501. 49 – R353, 725. 71 p.a (TASK GRADE 12)

**REQUIREMENTS
QUALIFICATION, COMPETENCIES**

- * A Diploma or Equivalent qualification
- * Project Management qualification will be an added advantage
- * Driver's License
- * Knowledge of both theoretical and practical aspects of project management
- * Knowledge of project management techniques and tools
- * Three years relevant experience
- * Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- * Ability to gather data, compile information, and prepares reports.
- * Records maintenance skills
- * Ability to plan, develop, and coordinates multiple projects.
- * Ability to use independent judgment and to manage and impart confidential information
- * Ability to analyse and solve problems.

DUTIES

- Oversees and administers the day to day activities of the of the projects, and ensure productive and efficient office operation
- Provides assistance and support to the office principal in problem solving, project planning and management, and development and execution of stated goals and objectives.
- Assists in the coordination, and completion of project, as appropriate
- Prepare weekly reports for submission to the supervisor.
- Attend Steering Committee meetings and community meetings
- Provide assistance and support to Real Estate and Land Legal Matters,
- Conduct outreach programmes and provide reports.
- Produce research reports on housing delivery challenges

SPECIAL CONDITION

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- ❖ Shortlisted candidates may be subjected to a competency test.
 - ❖ Successful candidates will be subjected to a three (3) months probation period and background/reference check.

CLOSING DATE

: 25 AUGUST 2017

The Alfred Duma Local Municipality is committed to the principles of affirmative action and employment equity and therefore applications from previously disadvantaged persons will receive preference.

Application on the prescribed form obtained from Alfred Duma Local Municipality– Department Corporate Services and detailed CV with **certified copies** of relevant qualifications must be addressed to the Manager: Human Resources, P O Box 29, Ladysmith, 3370.

Further information is available from the Manager: Human Resource at telephone 036-637 2231.

Canvassing is prohibited. Please note that the successful applicant will be required to submit original qualifications and consent to the verification of such qualifications.

THE ACTING MUNICIPAL MANAGER IS NOT OBLIGED TO FILL THIS POSITION.

NB. IF YOU HAVE NOT BEEN CONTACTED WITHIN 30 DAYS AFTER CLOSING DATE, PLEASE ASSUME THAT YOUR APPLICATION WAS UNSUCCESSFUL.

INTERNAL NOTICE NUMBER: 16/2017

DATED: 10/08/2017


S S NGIBA
ACTING MUNICIPAL MANAGER

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