

THEEWATERSKLOOF Municipality

Applications are hereby invited from qualified persons to be appointed in the under mentioned vacancy.

Please note: *This position is being re-advertised. Applicants who previously applied must submit a new application in order to be considered.*

SENIOR HOUSING DEVELOPMENT OFFICER: VILLIERSDORP

Salary: Post level T12: Between R358 308.00 p.a. and R465 084.00 p.a. plus an Essential Travel Allowance of R8196.98 per month subject to the conditions as stipulated in the Council's Essential Travel Allowance Policy.

Requirements: The most eligible candidate must be in possession of a National Diploma in Public or Housing Administration with 8 years' experience of which 2 years experience must be at a supervisory level. Be able to handle conflict. Must be computer literate. Valid code B driver's license. Excellent facilitation skills are essential. Experience in project management will serve as a recommendation. Must be able to handle stressful circumstances. Must be willing to attend meetings after hours. Knowledge of the National Housing Code and related programmes. Knowledge of the Housing Subsidy System (HSS). Good communication skills in at least two (2) of the three (3) official languages of the Western Cape, namely English, Afrikaans and Xhosa.

Responsibilities: Interact with the Department of Human Settlements * Implement housing policies as well as short and long term housing strategies * Dealing with housing problems, and related issues * Facilitate public meetings on housing matters * Compiling monthly reports * Assist with the allocation of low cost houses * Assisting with the planning of housing projects, construction phases and title deeds transfers * Conduct housing consumer education * update and management housing demand database * conduct and/or assist with surveys as required by the section * Other duties as requested from time to time.

Enquiries: Contact Mr. W Moses – Manager Human Settlements

Tel: 028 – 2143300

If you do not receive any feedback, within two (2) months after the closing date, kindly assume that your application was unsuccessful. The Council reserves the right not to make any appointment.



Theewaterskloof Municipality is committed to equal opportunity and affirmative action. Preference will be given to suitably qualified candidates who are members of the designated groups as defined in Section 1 of the Employment Equity Act namely black people, women and people with disabilities.

B Ngubo, Municipal Manager, P O Box 24, 6 Plein Street, Caledon 7230

The council's offer includes benefits such as pension, medical aid and a group scheme as well as a 13th cheque, a housing-/ rental subsidy and assistance with relocation cost under certain conditions.

Applicants must complete the prescribed application form along with a detailed CV with originally certified copies of qualifications, ID document, as well as a testimonial in order to be considered for the position. Application forms must be forwarded to the Manager: Human Resources, Theewaterskloof Municipality, P O Box 24 Caledon 7230.

Please note: No e-mailed, scanned or faxed applications will be accepted, and shortlisted candidates will be required to produce original copies of academic qualifications on the day of the interview. Only original applications forms will be accepted.

Canvassing will disqualify any candidate from being considered for appointment.

APPLICANTS WHO DO NOT COMPLETE THE PRESCRIBED APPLICATION FORM WILL AUTOMATICALLY BE DISQUALIFIED.

Closing date: 24 February 2023 at 12:00 pm. (no applications will be accepted or considered after the closing date)