

THEEWATERSKLOOF

Munisipaliteit * Municipality * uMasipala

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

Please Note: *These positions are being re-advertised. Applicants who previously applied must submit a new application in order to be considered.*

SENIOR HOUSING DEVELOPMENT OFFICER: CALEDON / RIVIERSONDEREND / BOTRIVER SENIOR HOUSING DEVELOPMENT OFFICER: GRABOUW [2 X POSITIONS]

Salary: Post level T12: Between R377 652.00 p.a. and R490 200.00 p.a. plus an Essential Travel Allowance of R8639.62 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 Grade 12 Certificate **OR** a Relevant post matric qualification in public administration or related field (**Copy must be attached**). 3 – 5 years' relevant experience (**experience must be clearly stated in the application form**) Ability to handle conflict. Must be computer literate. A valid code B driver's license (**Copy must be attached**). Experience in project management will serve as a recommendation. Must be able to handle stressful circumstances. Applicant must have knowledge of the National Housing Code as well as Housing Subsidy System **which must be clearly indicated in the application form**. Good communication skills in at least two (2) of the three (3) official languages of the Western Cape, namely English, Afrikaans and Xhosa.

Special conditions:

The prescribed application form **must** be accompanied with originally certified copies of the following documents before the closing date and time of this advertisement – Failure to attach the required documents will automatically disqualify an applicant.

- Grade 12 Certificate or Post Matric Qualification
- Valid Code B driver's license
- ID Document

Key Performance Areas: 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.

Minimum Competency Framework

<p>Core Professional Competencies</p> <ul style="list-style-type: none"> - Written Communication - Resilience - Negotiation and Influencing - Ethics and Professionalism - People Management - Problem Solving 	<p>Public Service Orientated competencies</p> <ul style="list-style-type: none"> - Interpersonal Relationships - Service Delivery Orientated - Client Orientated
<p>Personal Competencies</p> <ul style="list-style-type: none"> - Action and outcome orientated - Change readiness - Cognitive ability - Learning Oriented 	<p>Management / Leadership competencies</p> <ul style="list-style-type: none"> - Team Orientated - Impact and Influence - Direction setting
<p>Functional Competencies</p> <ul style="list-style-type: none"> - Illegal Land Invasion - Surveying and Data Management - Disaster Operations 	

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.

R Stevens, Acting Municipal Manager, P O Box 24, 10 Church 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 settling of furniture removal cost under certain conditions.

Applicants must complete the prescribed application form (TWK Application Form) accompanied by a detailed CV with originally certified copies of qualifications and ID document in order to be considered for the position. Application forms must be forwarded to the Senior Manager: Human Resources, Theewaterskloof Municipality, and P O Box 24 Caledon 7230.

Shortlisted candidates will be subjected to a qualification verification, reference check and where necessary undergo screening and vetting.

Please note: No e-mailed, scanned or faxed applications will be accepted. Only original applications forms will be accepted.

Enquiries: Mr. W Moses – Manager Human Settlements

Tel: 028 2143300

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: 04 October 2024 at 12:00 pm. (no applications will be accepted or considered after the closing date)