

éDumbe Municipality

10 Hoog Street
Private Bag X308
PAULPIETERSBURG 3180



☎ : (034) 995 1650
Fax : (034) 995 1192
edumbekz261@mweb.co.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Date: 01 April 2022

éDumbe Local Municipality invites suitably qualified and experienced candidates to apply for the below positions. Women and people with disabilities will be given preference in accordance with Employment Equity Act.

POST: HOUSING & ESTATE MANAGER
DEPT: INFRASTRUCTURE AND PLANNING
REF NO: EDUMP-15/2021/22
PERMANENT POSITION

REMUNERATION IS (TASK GRADE R 670 212. 77 -- R 869 994. 98) OF CATEGORY 1 LOCAL MUNICIPALITY PER ANNUM PLUS NORMAL FRINGE BENEFITS APPLICABLE TO LOCAL GOVERNMENT

MINIMUM REQUIREMENTS:

- Grade 12 (Matric)
- Appropriate Degree or equivalent qualification in Housing Administration (NQF L6).
- Project Management, MFMP / CPMD will be an added advantage
- 3-5 years working experience in Housing environment and 2 years must be supervisory experience.
- Computer literate, People orientation, Problem solving, Community liaison, Conflict handling & Budgeting skills
- Must have a valid South African drivers licence
- Ability to work under pressure

RESPONSIBILITIES:

1. Drafting the Housing Sector Plan for Local are detailing planned interventions necessary to sustain delivery levels with due consideration given to the dynamics relating to land ownership in the local area.
2. Assist with the procedures required for the issuing of Rates Certificates and Title Deeds.
3. Interpreting National and Provincial Government strategic objectives and legislation with view to providing input and recommendations on appropriate policies to direct housing delivery.
4. Collaborating with external departments / agencies on complex issues pertaining to urban design and landscape architecture with a view to aligning the development.

5. Directs and controls proper organising of the activities of Steering Committees relating to the Housing.
6. Develop and monitor systems, policies, procedures and processes for the Section, and Manage performance of employees in the divisions by implementing Human Resources policies and procedures
7. Prepares capital and operating estimates and controls expenditure against the approved budget.
8. Perform other related duties as instructed by supervisor / superiors.

éDumbe Municipality is committed to Employment Equity, therefore, in these appointments; such factors will be taken into account. éDumbe Municipality is under no obligation to fill a post after the advertisement thereof. Correspondence will only be entered into with short listed candidates. If you have not heard from us within (one) 1 month of the closing date, please regard your application as unsuccessful. The council nevertheless appreciates the interest shown by applicant.

The applications accompanied by éDumbe Municipality Application form (to be obtained on the Municipal website), Application Letter, Curriculum Vitae, certified copies of Qualifications, copy of Identity Document, copy of drivers license and details of three (3) references. Must be Hand delivered / courier to the Municipal

Building No: 10 Hoog Street

Paulpietersburg

3180

Or email to (records@edumbe.gov.za)

Failure to attach all required documents will disqualify your application. Z83 form will not be accepted. The Municipality reserves the right not to appoint.

CLOSING DATE for applications: 22 April 2022

Enquiries with regards to this post may be directed to (Human Resource Section) on 034- 995 1650 /1651 during office hours. No late applications will be considered.

éDumbe Municipality is an equal opportunity, affirmative action employer and is committed to empowering disabled people ♿



J.F.K. Khumalo
Acting: Municipal Manager