



LOCAL MUNICIPALITY OF LEKWA

The Lekwa Local Municipality with its seats in Standerton, invites applications from qualified, motivated and innovative individuals for the following positions to become part of and join a dynamic and growth orientated Local Authority.

EXTERNAL ADVERTISEMENT
DEPARTMENT: PLANNING AND ECONOMIC DEVELOPMENT
LOCATION: SAKHILE OFFICE
POSITION: SENIOR HOUSING OFFICER (PERMANENT)
REFERENCE NUMBER: PED/SHO/01
SALARY: R518 423.40 PER ANNUM TASK GRADE 14

Minimum Requirements


- Grade 12
- B Degree in Urban/Town and Regional Planning, Construction and Project Management, or any relevant built environment qualification
- 3 years' experience in human settlements
- Sound knowledge of Policy and legislative framework guiding local government.
- Strong computer skills (Microsoft Office).
- The incumbent must have a valid driver's licence or have the drivers' licence within 12 months of employment.

Key Performance Areas

- Coordinate the collection and collaboration of project documentation.
 - Work closely with NHBRC regards to project enrolment in a rural/urban development and monitor that the projects meet specifications.
 - Liaise with Ward Councillors, Ward Committee and CDWs on implementation of projects.
 - Prepare quarterly progress reports to the Municipal Council on all housing projects.
 - Training beneficiaries on property management and reporting human settlement related issues on structure.
 - Ensure effective implement of the housing allocation policy.
 - Arrange meetings with beneficiaries for approval to demolish dwellings once they have been allocated
 - Manage the relocation process of beneficiaries from informal to formal settlement.
 - Maintain smooth working relation with contractors, engineers and other stakeholders for project management and implementation
- Inherent requirements**

Research and report writing capability • Sound and professional interpersonal skills • Ability to give attention to detail • Administrative, and organizational skills • Problem Solving Skills • Ability to handle pressure and meet deadlines • Strong sense of responsibility • Decision making skills.

Please Note:

1. Interested applicants meeting the requirements are requested to forward an application form, comprehensive Curriculum Vitae, together with originally certified copies of qualifications and identity documents to **The Municipal Manager (Attention Manager Human Resources), PO Box 66, Standerton, 2430** or hand-deliver such at the Lekwa Local Municipal Administrative Building, Corner Dr Beyers Naude and Mbonani Mayisela Street, Standerton.
2. Faxed, e-mailed and late applications will not be considered.
3. Correspondence will only be entered into with shortlisted candidates Applicants who have not been contacted within sixty (60) days of the closing date should consider their applications unsuccessful
4. Lekwa Local Municipality reserves the right not to make any appointment.
5. The submission of an application gives Lekwa Local Municipality the right to make inquiries necessary to obtain information regarding the applicant's background. Such enquiry will include current and previous employers, criminal record as well as academic institutions. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA).
6. Canvassing Councillors or officials for the appointment is strictly prohibited and will automatically disqualify the applicant.
7. People from previously disadvantaged groups and people with disability are encouraged to apply 
8. The application for employment form obtainable from the Lekwa local municipality website at www.lekwalm.gov.za must be completed.
9. For further enquiries please contact the Human Resources Administration Officer, Mr. F.N. Gqwashu at fgqwashu@lekwalm.gov.za.

Notice: 23/2024

Closing date for application: 05 August 2024


M. HLAMELA
MUNICIPAL MANAGER