

SWELLENDAM MUNICIPALITY
VACANCY – MANAGER HUMAN SETTLEMENTS

(Directorate Community Services)

Salary scale T16 : R 592 500 – R769 080 per annum (plus normal fringe benefits)

Requirements:

- A relevant Diploma (NQF level 6) OR preferably a B-degree (NQF level 7) in Construction Project Management ;
OR Housing Management **OR** Construction Management;
- 8 years or more relevant experience of which 2 years must be at a supervisory level;
- Computer literacy (MS Office);
- Valid Code EB driver's license.

Key competencies:

Sound knowledge of Human Settlement and Land Administration policies and procedures and associated legislation. Sound knowledge of research and analytical theories and practices. Excellent communication skills. Excellent, report writing and presentation skills. Attention to detail. Drive and tenacity to lead a senior multi-disciplinary team.

Job purpose:

Manages and provides a **Human Settlement** management service with respect to the execution and implementation of housing development projects through the management of the process of analyzing, investigating, assessing and mapping out critical housing deliverables and costing frameworks; execution and application of procedures, regulations and standards; preparing and defending contractual terms and, providing information and advice on best practices to guide, enable and ensure key project milestones are accomplished in accordance with IDP objectives and capital budgeted frameworks; Planning and implementing the Financed Linked Individual Subsidy (FLISP) and Social Housing Affordable rental Projects; Developing of a 5-year Social Housing Strategy, Social Housing Policy and an Incentive Policy for Private Developers, packaging of LAA with Social Housing Institute/ Developer, Municipality, Social Housing Regulatory Authority (SHRA) ; Manage and control informal settlements, land invasions and implantation of the PIE and ESTA acts insofar as human settlement's role is concerned ; facilitate living conditions in informal settlements according to housing standards and approved budget.

Duties of the post:

- As per the attached document.

Enquiries relating to the content (duties) of the post can be directed to mr Keith Stuurman, Director Community Services, at telephone number (028) 514 8529 / 8533.

Applications are to be submitted on the **prescribed application** form [obtainable from the Swellendam Municipality webpage (www.swellendam.gov.za) or from all administrative offices] together with a CV, certified copies of **ALL relevant** qualifications mentioned on the CV, a copy of your Identity Document, and at least two (2) **contactable** references. Applications must be submitted to the Human Resources Manager (Mr. P. Le Roux), to reach him on or before **Friday, 26 July 2024 at 16:00**. Applications that do not include the requested supporting documentation will be automatically disqualified. Applications can be handed in at the various administrative offices in Swellendam, Buffeljagsrivier, Suurbraak and Barrydale. **NO** applications by fax will be accepted. **NO** late applications will be considered. Applications via e-mail (*maximum 20 pages*) can be sent to careers@swellendam.gov.za

Swellendam Municipality is an equal opportunity employer. The employer reserves the right not to make an appointment. Canvassing with councillors is a violation and will lead to disqualification of an application. If you do not receive feedback within two months after the closing date, you can assume that your application was not successful.

Swellendam Municipality, HR Office - 6 Rhenius Street/ (P.O. Box 20), SWELLENDAM, 6740 --- Tel: (028) 514 8500
A. VORSTER - MUNICIPAL MANAGER
(Notice HR 11/2024)

NO.	DUTIES/TASKS	FREQUENCY
1.	<p>FORWARD PLANNING AND HOUSING STRATEGY ALIGNMENT MANAGEMENT</p> <p>Research, develop and participate in the implementation of strategic and short term plans for the Housing Administration functionality, by</p> <ul style="list-style-type: none"> • Evaluating current practices against legislative and statutory requirements with a view to introduce changes to applications and methods to support accountable governance. • Preparing and presenting to the Director, Mayoral Committee and council the forward plans, strategic intent and interventions designed to address housing administration's reference framework. • Drafting immediate and long term result indicators to address service delivery in both formal and informal settlements. • Preparing and consolidating the expenditure estimates against the operational budget of the Housing Administration Section. <p>In order to ensure alignment and implementation of Council's strategic priorities related to the department.</p>	Ongoing
2.	<p>MANAGEMENT OF OBJECTIVES, STRATEGIES AND PLANS IN THE HOUSING ADMINISTRATION DEPARTMENT.</p> <p>Manages and controls outcomes associated with the formulation and implementation of specific policies, procedures, systems and controls and forward / presents to the immediate superior and / or Council's Committees, by</p> <ul style="list-style-type: none"> • Researching and interpreting compliance requirements included in statutory legislation and provincial and national policy framework guidelines. • Perusing and actioning Council and the Executive Mayoral Committee resolutions pertaining to specific activities of the department. • Evaluating the relevancy of current policies and contractual service level agreements by assessing and commenting on the need for change and by aligning the terms and conditions to best practices, financial requirements and legislation. • Monitoring current procedures, systems and controls through analysis and review of reports with respect to specific Housing Administration support functions and, drafting recommendations on specific amendments to policies. <p>In order to ensure policies and procedures contribute to the efficiency and effectiveness of the department and supports the accomplishment of service delivery objectives.</p>	Ongoing
3.	<p>LEGAL / STATUTORY REQUIREMENTS</p> <p>Manages and controls specific legal / statutory administrative requirements with respect to contracts and tender and quotation award processes, by</p> <ul style="list-style-type: none"> • Researching, investigating and interpreting compliance requirements included in statutory legislation as well as provincial and national policy framework guidelines with a view to report on any legal implications and or instructing Council's attorneys, upon recommendation from Council, to act on specific housing issues. • Coordinating specific legal documentary and agreement processes with respect to the provision, allocation and transfer of low cost housing schemes houses to individuals. • Preparing notices for publication in accordance with legal requirements intended to announce Council's intention to call for tenders and/or quotations pertaining to various housing functions. (i.e. appointment of Land Surveyor's, selling of Council owned property, etc.). • Preparing reports and completing specific procedural documentation to register applications with statutory bodies with respect to housing scheme application processes. • Liaising with attorneys regarding the transfer of Municipal Housing Projects, Sub /Economical, Self-build, municipal workers houses and Housing Schemes. • Administration and transfer of municipal term houses, allocations, arranging for ownership, change of ownership, signing of new contract with owner, instruct relevant departments of the necessary changes in ownership. • Administration of Sub Economical houses that includes transfer, cancellation of Bonds, and other queries. • Daily consultations with the public regarding transfer- or transfer processes of houses. 	Ongoing

NO.	DUTIES/TASKS	FREQUENCY
	<ul style="list-style-type: none"> • Daily consultation with the public regarding availability of municipal houses/erven. • Receiving Deeds of Sale from Housing Department for transfer of property. • Arrange for signing of housing administration documents. • Oversee the referring of instructions to relevant attorneys for transfer of the houses. • Responsible for all correspondence and the liaising between the municipality and the attorneys responsible for the relevant housing project that includes availability of General Plan, Title Deeds and other relevant required documentation. <p>In order to ensure laid down statutory requirements and legal procedures are complied with during the implementation and execution of specific decisions / actions.</p>	
4.	<p>COMMUNICATIONS / REPORTING</p> <p>Implement Housing department’s communication / reporting strategies aimed at providing information, by</p> <ul style="list-style-type: none"> • Disseminating information through publications and presentations outlining housing resource interventions, scope, coverage and benefits. • Participating in Housing Forums, Committees, etc. with a view to interacting and leading discussions on the implementation of provincial and national strategies and constraints facing regional alignment. • Approving the circulation of circulars / letters detailing changes to terms and conditions of specific housing issues impacting employment. • Develop relevant Housing Management reports for Council meetings. • Ensure Monthly Housing Management reporting to the Director. • Give input with regard to IDP and annual reporting information related to the Housing Administration Department. <p>In order to ensure that accurate information is made available enabling and supporting decision making processes and contributing to collective and common understanding.</p>	Ongoing
5.	<p>MAINTAINING OPERATIONAL EFFECTIVENESS FOR THE HOUSING ADMINISTRATION DEPARTMENT</p> <p>Manages the scope and procedural administrative requirements and reporting deadlines associated with the functionality, by</p> <ul style="list-style-type: none"> • Monitoring synergy of operation among the team members of the Housing Administration department to achieve consistency of outputs. • Training and developing team members where and when it is needed and give input to and monitor the WSP implementation for the department. • Ensuring the provision of progress reports, interventionist policies and proposals to the Director, the Municipal Manager and the Mayoral Committee. • Keeping abreast with trends, theories and practices underlying housing development. • Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in Council’s Integrated Development Plan and related housing legislation. • Identifying objectives, strategies and action plans intended to achieve service excellence. • Ensure the development of plans and schedules to undertake operations for effect service delivery. • Ensure that the Director are fully informed of all approvals, validations, and/or decisions that might need ratification. <p>In order to ensure that the objectives, strategies and plans to service specific housing areas are achieved and the sustainability is managed.</p>	Ongoing
6.	<p>ADMINISTRATION, INFORMATION MANAGEMENT AND RECORDKEEPING</p> <p>Coordinates procedural administrative requirements and reporting deadlines associated with the functionality, by</p> <ul style="list-style-type: none"> • Defining and monitoring the maintenance and updating of records and files of outputs achieved. • Monitoring Service Level Agreement’s implementation. • Verifying budget availability prior to approving requisitions and related procedural documentation 	Ongoing

NO.	DUTIES/TASKS	FREQUENCY
	<p>supporting specific requirements for housing administrative functional areas.</p> <ul style="list-style-type: none"> • Monitoring, reporting and advising on the monthly expenditure against the operational budget. • Assisting the Director with compiling the annual budget inputs as well as the adjustment to budgets. • Assisting the Director with the virements between votes. • Liaising with Finance services regarding any budgetary queries. • Analyzing and attending to the preparation of responses to general correspondence received from the public pertaining to services and/or queries and/or local, provincial and state departments. <p>In order to ensure that the department, in executing its activities, complies with laid down administrative procedures and guidelines and that all stakeholders are kept abreast, first hand, of developments and progress.</p>	<p>Monthly</p> <p>Annually</p> <p>Ongoing</p>
7.	<p>DISASTER MANAGEMENT ASSISTANCE</p> <p>Provide Disaster Management assistance in case of an emergency such as casualties and unforeseen weather conditions etc., by</p> <ul style="list-style-type: none"> • Ensuring the provision of temporarily accommodation. • Ensuring the provision of emergency housing where properties have been damaged. • Assisting with the reporting of disasters to the Director. <p>In order to ensure relevant disaster management assistance are available.</p>	<p>As and when required</p>
8.	<p>PRODUCTIVITY / PERFORMANCE AND PERSONNEL MANAGEMENT:</p> <p>Directs and controls outcomes associated with utilisation, productivity and performance of personnel within the Housing division, by</p> <ul style="list-style-type: none"> • Defining / adjusting and monitoring the key performance indicators and job descriptions. • Evaluating the capability of prospective applicants and participating in the interviewing and final selection sessions. • Conducting appraisals to measure performance and objective accomplishments against agreed targets and, reviewing goals and setting new objectives. • Identifying skills gap within the division and completes developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities. • Monitoring the adequacy of current training interventions supporting personnel development and reporting on workplace impact post training and/ or the need for changes to plans. • Implementing Human Resources policies and procedures to control/ regulate workplace conflict and/ or instituting corrective measures and consultation processes to address deviations from standards. • Monitoring the outcomes and procedural reporting deadlines with Training & Safety co-ordination. • Analyzing statistical information pertaining to staff attendance/ absenteeism, overtime, lost time due to accidents and/ or incidents and downtime and proposing specific remedial measures aimed at improving productivity and reducing personnel related costs. • Manages the performance of subordinates. • Provide advice and direction. • Recommend applications for leave. • Recommend disciplinary action and undertake preliminary investigations. • Ensures that health and safety procedures are adhered to. • Attend to routine personnel administrative matters. <p>In order to ensure a climate conducive to promoting and sustaining motivational levels, productivity, performance and improving the quality of work-life is cultivated and maintained enabling the department to meet its service delivery objectives.</p>	<p>Ongoing</p>
9.	<p>INTEGRATED HOUSING DATABASE MANAGEMENT SYSTEM FUNCTIONS</p> <ul style="list-style-type: none"> • Conducting investigations into any queries relating to applications from applicants, project managers and councillors. • Cancelling of applications from the system where such action is considered appropriate. • Provides support applying specialised skills and knowledge of relevant policies, processes and procedures 	<p>Ongoing</p>

NO.	DUTIES/TASKS	FREQUENCY
	<p>within the functional area, by advising on policy and procedural matters, e.g. housing allocation policy and implementation guidelines, management and administration of Housing Database;</p> <ul style="list-style-type: none"> • Monitoring and checking transactions, e.g. application forms and supporting documents, correspondence and data capture for accuracy and completeness. • Networking with various stakeholders locally, provincially and nationally to research, investigate, analyse and evaluate housing database and IT best practices by attending appropriate conferences, presentations and meetings where housing waiting lists and beneficiary management are discussed. <p>In order to ensure that the municipality fulfil its obligations and responsibilities in terms of carrying out national projects.</p>	
10.	<p>ILLEGAL EVICTION FROM UNLAWFUL OCCUPATION (ESTA) <i>(Prevention of Eviction from and Unlawful Occupation of Land Act);</i> <i>(Prevention of Illegal Evictions)</i></p> <ul style="list-style-type: none"> • Institute measures to negotiate and facilitate long-term security for occupiers. • Ensure that the rights and duties of occupiers and owners are adhered to. 	Ongoing
11.	<p>TRANSFORMATION OF CERTAIN RURAL AREAS (SUURBRAAK) <i>(Transformation of Certain Rural Areas Act)</i> <i>(Administration of Rural Areas Act)</i></p> <ul style="list-style-type: none"> • Responsible for establishing communication via public- and stakeholder meetings. • Responsible for the establishment of a Transformation Committee with sectoral representation. • Ensure that the rights of both individuals and the community are considered for the transfer of land. • Responsible to make stakeholders aware of the Act and the proposed processes and to inform the community of their role in ensuring that a viable land management system is established. <p>To ensure that a final report will be submitted to the Minister to request for transfer of the land to the selected entity.</p>	Ongoing
12.	<p>RURAL NODAL DEVELOPMENT (SUURBRAAK)</p> <ul style="list-style-type: none"> • Acting as Municipal Representative on the Rural Nodal Development Intergovernmental Steering Committee. • Executing all administrative functions that occurs from these Committee meetings. • Coordinating the implementation of development projects and ensure that all local and provincial level participation be reflected. <p>To ensure a streamlined orientation process in support of development in the municipal ward.</p>	Ongoing
13.	<p>MANAGE INFORMAL SETTLEMENTS INSOFAR AS THE HUMAN SETTLEMENTS ASPECTS IS CONCERNED</p> <ul style="list-style-type: none"> • Prevention of Illegal Eviction Act (PIE) • Extension of Security of Tenure Act (ESTA) • Informal settlement control and management • Land invasion 	Ongoing