



## VACANCIES

The KwaDukuza Municipality, situated on the North Coast of KwaZulu-Natal incorporating the former entities of Dolphin Coast TLC, KwaDukuza TLC and Zinkwazi TLC and being one of the fastest growing Municipalities in South Africa seeks to fill the following positions and accordingly invites applications from persons **who meet the requirements** as indicated.

### Technical Services Directorate

#### **KDMEP 04: TECHNICAL ASSISTANT (ELECTRICAL PLANNING)**

**(Level 5: R148 643,56 – R164 138,20 p.a.)**

**Requirements:** N3 Electrical qualification, 3 years working experience in an Electrical Engineering environment, knowledge of the OHS Act, NRS guidelines and standards, computer literate (MS Word, MS Excel); code EB driver's licence.

**Duties:** Preparation of service connection estimates; attending to queries regarding electricity applications; providing advice to consultants and contractors regarding electricity standards.

#### **KDMEP 05: DRAUGHTSPERSON (ELECTRICAL PLANNING)**

**(Level 7: R110 034,07 – R128 422,76 p.a.)**

**Requirements:** Diploma in drafting and 2-3 years experience in the application of AutoCAD systems in a electrical environment; computer literate (MS Word, MS Excel); code EB driver's licence.

**Duties:** Co-ordinate and perform technical drafting tasks/ activities associated with the operations of Electrical Planning to provide an effective service through preparation of diagrams, general and working plans, cadastral hand plans, implementation of procedural applications that support effective and reliable management and provision of accurate specifications that support surveying to support project planning, provide guidance to specialist and support personnel on applications and programmed requirements and report on productivity, performance and progress with respect to accomplishing immediate service delivery and objectives.

### **Technical Services (contd.)**

#### **KDMEE 10: ELECTRICIAN (Level 6/5: R131 651,79 – R164 138,20 p.a.)**

**Requirements:** MUST have passed a qualifying Trade test as an Electrician, have an N2 certificate (Electrical Trade) and at least a valid code C1 driver's licence. Experience particularly with medium voltage (33-11kVa) switchgear and networks will be advantageous.

**Duties:** Repairs and maintenance of electrical distribution equipment and networks as well as general operational tasks within the Electricity Services.

#### **KDMCE 07: SPECIAL WORKMAN CIVIL ENGINEERING SERVICES)**

**(Level 8: R91 806,00 – R104 983,10 p.a.)**

**Requirements:** Must have 2 years working experience in the construction of manholes, bricklaying, kerb laying and laying of paving slabs and at least a valid code EC1 driver's licence.

**Kindly note that short listed applicants will be required to undertake a skills assessment test prior to being interviewed**

**Duties:** Perform tasks/ activities associated with general building construction work, transporting material/ equipment and personnel to/ from work sites and undertaking bricklaying and plastering work at sites in accordance with laid down specifications and instructions.

### **Municipal Services Directorate**

#### **KDMPS 13: SUPERINTENDENT: CRIME PREVENTION**

**(Level 5: R148 643,56 – R164 138,20 p.a. plus a car allowance subject to certain conditions)**

**Requirements:** A recognized Traffic Officers qualification and registration as a Traffic Officer plus 5 years crime prevention experience at middle management level, proof of computer literacy and a light motor vehicle driver's licence.

**Duties:** To assist and support the Assistant Director with the daily operations of law enforcement and crime prevention.

#### **KDMMS 0310: SUPERINTENDENT: TRAFFIC**

**(Level 5: R148 643,56 – R164 138,20 p.a. plus a car allowance subject to certain conditions)**

**Requirements:** A recognized Traffic Officers qualification and registration as a Traffic Officer plus 5 years traffic experience at middle management level, proof of computer literacy and have a light motor vehicle driver's licence.

**Duties:** To assist and support the Assistant Director with the daily operations of law enforcement.

## **Municipal Services (contd.)**

### **COMMUNICABLE DISEASES CONTROLLER**

**(Level 5: R148 643,56 – R164 138, 20 p.a.)**

**Requirements:** Grade 12 plus a tertiary qualification (NQF 5 level) in communicable diseases (HIV/AIDS, TB etc.) management and 5 years related working experience in the management of communicable diseases is computer literate and have a valid light motor vehicle driver's licence. Project management, financial, report writing and presentation skills would be of interest.

**Duties:** Work directly with community structures to identify health shortcomings and develop remedial programmes and community education interventions; plan, organize and conduct community rallies and events that convey health messages and practices that support health programme strategies; network with other Provincial departments and NGOs to maintain a referral service for community members. The successful candidate will be required to work outside conventional working hours and during weekends.

### **KDMPS 19: ASSISTANT SUPERINTENDENT: TRAFFIC**

**(Level 6: R131 651,79 – R145 351,86 p.a. plus a car allowance subject to certain conditions.)**

**Requirements:** A recognized Traffic Officers qualification and registration as a Traffic Officer plus 3 years traffic experience at junior management level, proof of computer literacy and have light motor vehicle driver's licence.

**Duties:** To assist and support the Superintendent with the daily operation of law enforcement.

### **KDMMS 12: FOREMAN: PARKS AND GARDENS**

**(Level 6: R131 651,79 – R145 351,86 p.a.)**

**Requirements:** Grade 12 plus 5 years relevant experience with contract management, sports field maintenance and herbicide control and have a valid light motor vehicle driver's licence.

**Duties:** Supervise labour, communicate with the public, liaise inter-departmentally, contract monitoring, parks development, maintenance of sports and recreational facilities and herbicide control.

## **Municipal Services (contd.)**

### **RECORDS CLERK (TRAFFIC AND PROTECTION SERVICES)**

**(Level 8: R91 806,00 – R104 983,10 p.a.)**

**Requirements:** Grade 12 plus 12 months records or registry experience, proof of computer literacy and code B driver's licence.

**Duties:** Processing, recording, posting, keeping and upkeeping of documents and files (for the registration and licensing of motor vehicles, the examining of fingerprints, eyes, learners and drivers licences, Instructors Permits, Public and Professional Driving Permits, Certificates of Roadworthiness and Fitness and for lost, stolen, renewals), in terms of the relevant National, Provincial and local legislations and policies, providing information to the relevant government departments and local authority auditors, removal of all obsolete documents from operational files and filing in archive files, and performing routine checks on the eNATIS system.

### **KDMTS 50: RELIEF CLERK (TESTING AND MOTOR LICENSING)**

**(Level 8: R91 806,00 – R104 983,10 p.a.)**

**Requirements:** Grade 12 and 2 years experience relating to motor licensing and testing transactions, dealing with related enquiries and Natis / eNATIS applications .

**Duties:** Perform tasks/ activities associated with telephonic and over the counter enquiries processing and record keeping for testing and motor licensing transactions (documents, applications, renewals etc.), eye testing and finger printing, the receiving and receipting of payments from the public for services, providing information and explanation on fees and procedures, attending to customer queries and performing relief duties when required.

### **KDMPS 09: ENQUIRIES CLERK: TRAFFIC**

**(Level 8: R91 806,00 – R104 983,10 p.a.)**

**Requirements:** Grade 12 plus computer literacy and 12 months administration experience, preferably in a traffic environment.

**Duties:** Perform administrative tasks/ activities associated with registering and processing public enquiries pertaining to general and law enforcement prosecutions, filing incoming/ outgoing correspondence and attending to general telephonic queries to facilitate and support the recording and updating of information.

### **DRIVER/ SUPERVISOR: BEACHES (Level 12: R57 588,43 – R63 472,84 p.a.)**

**Requirements:** Grade 12 plus a light motor vehicle drivers licence + PDP and appropriate knowledge/ experience in beach cleaning and supervision of beach cleaning staff.

**Duties:** Supervise and, where necessary, participate in beach cleaning activities. Entails driving a light motor vehicle to and from and between work sites.

## **Finance Directorate**

### **KDMFE 06: ACCOUNTANT: ASSETS MANAGEMENT**

**(Level 5: R148 643,56 – R164 138,20 p.a.)**

**Requirements:** A 3-year degree/ diploma in Accounting qualification plus a minimum of 3 years relevant Financial Accounting experience (with particular emphasis on asset accounting in terms of GRAP), Light motor vehicle drivers licence and experience in computerized accounting systems.

*The successful applicant will be appointed on a contractual basis subject to the applicant meet the minimum competency requirements as set out in Government Gazette No 29967.*

**Duties:** Compilation and co-ordination of Assets Register and attend to various functions within the Assets Management portfolio e.g. insurance, investments etc. and the monitoring and management of relevant accounts.

### **KDMFE 09: SENIOR CLERK: CREDITORS**

**(Level 6: R131 651,79 – R145 351,86 p.a.)**

**Requirements:** Grade 12 and passed accounting at Grade 12 level plus 2 years relevant experience in a Creditors environment and experience in computerized accounting systems.

**Duties:** Checking of Creditors reconciliations, petty cash control, perform various analyses of expenditure votes, supervision of Creditor payments, payment and reconciliation of all bulk and group accounts.

### **KDMFE 13: RELIEF CLERK: EXPENDITURE**

**(Level 9: R80 251,05 – R89 799,67 p.a.)**

**Requirements:** Minimum: Grade 12 and passed Accounting at Grade 12 Level. 1-2 years experience in a financial environment.

**Duties:** Relief duties in the Expenditure Section (budget preparation, control and reporting, reconciliations, investments, external loans, annual financial statements and statutory reporting).

### **KDMFR 35: CASHIER (Credit Control)**

**(Level 11/10: R63 472,84 – R78 875,21 p.a.)**

**Requirements:** Grade 12 with Mathematics and Accounting and 6 months experience in receipting, balancing and banking of payments received, clerical office administration, general accounting and computer usage.

**Duties:** Receipt of cash, cheques, postal orders and other negotiable financial instruments and issuing of receipts for these transactions (consumer accounts, rates, fines and sundry payments); sale of pre-paid electricity; reconciliation and banking of receipts; maintaining documents and records of transactions.

## **Corporate Services Directorate**

### **KDMCS 62: ADMINISTRATIVE OFFICER (HR):**

**(Level 6: R148 643,56 – R164 138,20 p.a.)**

**Requirements:** Minimum: Grade 12 plus 3 years general Human Resources administration experience and proof of computer literacy (MS Office). Progress toward a recognized HR qualification will be of interest.

**Duties:** To provide administrative support for the Human Resources function in respect of Recruitment and Selection (receiving and processing of applications, arranging shortlisting and interviews, preparation of documentation for same, writing reports, letters of appointment etc), Industrial Relations (maintaining and updating of registers for discipline and grievances and reporting thereon) and Training and Development (Training registers and records, arranging payments for training etc); Procurement of goods and services for the HR Department; safekeeping of documentation as well as electronic recordings and equipment; take minutes at meetings and attend to general correspondence.

### **KDMCS 131: CLERICAL ASSISTANT**

**(Level 13/11: R51 637,93 – R70 184,24 p.a.)**

**Requirements:** Grade 12 plus 2 years clerical/ administrative experience and proof of computer literacy (MS Word, MS Excel, Powerpoint, Internet and E-mail).

**Duties:** Perform specific clerical tasks associated with updating of information associated with maintenance activities, generating transactional/ instructional forms and works orders, receiving and transferring complaints/ enquiries and providing general office support in specific functional areas.

## **Office of the Municipal Manager**

### **ASSISTANT INTERNAL AUDITOR (Level 6: R131 651,79 – R145 351,86 p.a.)**

**Requirements:** B. Comm. With Auditing and Accounting or a Diploma in Auditing and 2 years internal auditing experience, experience with computerized Auditing software and a drivers licence.

**Duties:** Review the internal controls over financial reporting processing cycles; document existing processes through interviews, observations and inquiries; perform tests of internal controls and identify risks and key control activities; liaise with key business areas to ensure changes to business processes are updated in the documentation; conduct special investigations of suspected financial irregularities when required.

## **Economic Development and Planning Directorate**

### **KDMDP 08: TOWN PLANNER (Level 5: R148 643,56 – R164 138,20 p.a. plus Locomotion Allowance and cell phone allowance per Council's policy.)**

**Requirements:** A National Diploma or Degree in Town Planning and at least 2 years Town Planning or similar experience and a valid code 08 /EB driver's licence.

**Duties:** Manage areas associated with Developmental Control, aligning functional requirements against objectives, assessing statutory applications for compliance with the Town Planning Scheme and Ordinance and providing comments, opinions and/ or explanations on functional outputs and professional principles to support and guide decision making processes; approval of building plans, evaluation of rezoning and special consent applications; enforcement of Town Planning regulations; attending to public enquiries.

### **KDMDP 14: BUILDING AND DRAINAGE INSPECTOR**

**(Level 7: R110 034,07 – R128 422,76 p.a. locomotion allowance and cell phone allowance as per Council's policy.)**

**Requirements:** A National Diploma in one of the building construction disciplines, knowledge of the National Building Regulations and the Building Standards Act plus 2 years relevant building and drainage inspection working experience and a valid light motor vehicle driver's licence are compulsory.

**Duties:** Inspection of buildings under construction, enforcement of the National Building Regulations, approval of business licences and related administration and report writing.

### **KDMLD 44: MUSEUM TECHNICAL ASSISTANT**

**(Level 13: R51 637,93 – R56 119,28 p.a.)**

**Requirements:** An NQF 1 (Std. 7) level of education and at least 3 months working experience in a museum or similar environment.

**Duties:** Prepare museum exhibits (clean, paint/ preserve, label etc.), carry out tour guide duties and attend to general cleaning and upkeep of the museum.

## **PLEASE NOTE:**

1. Please clearly indicate the post for which you are applying on your application and provide certified copies of your qualifications. If you are applying for more than one post, please submit separate applications and supporting documents for each post.
2. Applications are to be addressed to the **Municipal Manager, KwaDukuza Municipality, P.O. Box 72, KwaDukuza, 4450 for attention the Human Resources Department**, and may be posted or hand delivered. (Note that hand delivered applications must be deposited in the box provided at the Civic Buildings, Chief Albert Luthuli Street, KwaDukuza).

3. The Closing date and time is **16h00 on Friday 20 February 2009** . **No hand delivered applications will be accepted after the closing date and time.**
4. Please also **DO NOT** submit applications on **Z 83 forms**.
5. Faxed applications are **limited to 3 pages**. (Fax No. 086 506 2333).

KwaDukuza Municipality adheres to the National Employment Equity Strategy. Post levels are subject to conversion according to the TASK Job Evaluation system. Further communication will only be with shortlisted candidates, such shortlist being confined to the candidates that best meet the requirements according to the information supplied in their CV's. Candidates not contacted within 3 months of the closing date may consider their applications unsuccessful.

**M.O.S. ZUNGU**  
**MUNICIPAL MANAGER: KWADUKUZA MUNICIPALITY**  
**MN: 17/2009**

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