



## PUBLIC NOTICE BOARD ADVERTISEMENT

The KwaDukuza Municipality seeks to fill the following positions and accordingly invites applications from persons who meet the requirements as indicated. Please note that the post title and post identification number (KZ292.) MUST be indicated on your application which MUST be accompanied by certified copies of your qualifications, identity document and driver's licence where applicable. Applicants are also advised to ensure that their applications address the selection criteria in terms of qualifications, experience and any other requirements as set out in the relevant advertisement as shortlisting will be based on these selection criteria.

**PLEASE NOTE THAT APPLICANTS FOR POSTS BELOW TASK GRADE 11 ARE REQUIRED TO ATTACH THE PREFERRED EMPLOYMENT OPPORTUNITY FORM OBTAINABLE FROM KDM HUMAN RESOURCES WHICH MUST BE SIGNED BY A WARD COUNCILLOR, AS PREFERENCE WILL BE GIVEN TO LOCAL RESIDENTS.**

<b>Post Title</b>	<b>INTERN: HORTICULTURIST</b>
<b>Business Unit</b>	COMMUNITY SERVICES & PUBLIC AMENITIES
<b>Task Grade</b>	STIPEND
<b>Salary</b>	<b>R54 000.00 per annum</b>
<b>Notice Number</b>	<b>MN 82/2022</b>
<b>Requirements</b>	Gr.12 & an appropriate Degree/ N. Diploma in Horticulture or Landscaping
<b>Post title</b>	<b>INTERN: LIBRARY &amp; INFORMATION SCIENCE</b>
<b>Business Unit</b>	COMMUNITY SERVICES & PUBLIC AMENITIES
<b>Task Grade</b>	STIPEND
<b>Salary</b>	<b>R54 000.00 per annum</b>
<b>Requirements</b>	Gr.12 & appropriate Degree/ N. Diploma in Library & Information Science or Information Science
<b>Post Title</b>	<b>DRIVER: PARKS &amp; GARDENS</b>
<b>Ref. Number</b>	<b>KZ292CMSPG 005</b>
<b>Business Unit</b>	<b>COMMUNITY SERVICES &amp; PUBLIC AMENITIES</b>
<b>Task Grade</b>	<b>T6</b>
<b>Salary</b>	<b>R141 992.88 – R184 334.52 per annum</b>
<b>Requirements</b>	Grade 12 at NQF Level 4 Code C1/10 driver's license + PDP, 1 year relevant working experience.
<b>Duties</b>	Performs specific tasks/ activities at the Depot or work sites prior to and on completion of allocated maintenance assignments, by Receiving instructions and/ or communicating with the immediate superior to establish details of tasks (vehicle, materials and personnel).

	<p>Inspecting safety devices, controls, lubricant levels, license discs etc on vehicles and reports defects as per the municipal fleet control policy. Observing and/ or participating in the loading/ offloading sequences of material, equipment and personnel and correcting deviations from safety procedures. Completes internal transactional documentation (e.g. daily activity report etc.) and related forms (vehicle checklist), by</p> <p>Inserting the relevant information (quantitative/ qualitative) and/ or details of activities. Forwarding to the relevant personnel for processing. Referring to work schedules and registers to correct deviations in entries raised during processing. Transporting personnel, material and equipment to/ from specific locations. Enforcing of instruction which are issued by the designated supervisor so as to ensure tasks are completed timeously.</p> <p>Driving and maneuvering the vehicles and engaging controls to operate mechanisms to facilitate specific lifting/ discharging sequences (tractor slashers, tipper trucks, cherry pickers, water tankers, etc). Supervising the use of hand held tools (shears, slashers) to cut/ trim overgrown shrubs/ grass. Providing information to residents/ general public on activities and work sequences and/ or obstructions.</p>
<b>Post Tittle</b>	<b>GENERAL ASSISTANT: CEMETERY</b>
<b>Ref. Number</b>	<b>KZ292CMSC008</b>
<b>Business Unit</b>	<b>COMMUNITY SERVICES &amp; PUBLIC AMENITIES</b>
<b>Task Grade</b>	<b>T3</b>
<b>Salary</b>	<b>R107 372.76 – R126 754.20 per annum</b>
<b>Requirements</b>	Basic Adult Education, be physical fit & able bodied. Any working experience will be advantageous.
<b>Duties</b>	<p>Attends to the preparation of burial sites and performs general maintenance/ housekeeping activities, by</p> <p>Receiving verbal instructions from the immediate superior on the location and details of preparatory work.</p> <p>Identifying, measuring and marking the area and proceeding with excavation, using hand held tools (tape measure, spade, picks, etc.)</p>

	<p>Backfilling and levelling the site post burial and/ or checking and manually positioning the site identification number slab.</p> <p>Removing and washing off debris from tools and equipment and placing and stacking tools/ equipment in designated enclosures.</p> <p>Maintaining the cleanliness of the cemetery and facilities, by</p> <p>Cleaning ablution facilities, moping floors and wiping ceramic surfaces, replacing toilet rolls, towels etc. and checking and reporting defective items to the immediate superior for attention.</p> <p>Picking up litter and or other items within the vicinity and/ or sweeping walkways and common areas.</p> <p>Trimming shrubs, weeding walkways and/ or removing overgrown vegetation using hand held tools.</p> <p>Making of grave number plaques using cement and/or any other material as determined by the Supervisor. Removing and washing off debris from tools and/or vehicles using pressurized cleaning systems and/ or hand held hoses. Placing and stacking tools in designated storage area and/ or verbally reporting the condition/ status of the beach to the immediate superior.</p>
<b>Business Unit</b>	<b>CORPORATE SERVICES</b>
<b>Post Title</b>	<b>DRIVER/ MESSENGER</b>
<b>Ref. Number</b>	<b>KZ292CSA 005</b>
<b>Task Grade</b>	<b>T4</b>
<b>Salary</b>	<b>R109 947,48 – R138 671,88 per annum</b>
<b>Requirements</b>	Standard 7/ Gr.9, Be physical fit, A valid Code B/08 driver's license, 2-3 years of experience in similar position.
<b>Duties</b>	Undertakes tasks/ activities associated with collection and distribution of mail and other related correspondences/ documents and items to from internal department and external sources in order to ensure laid down instructions are complied with deadlines/ priorities attended to.

**PLEASE NOTE:**

1. 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 for applications available at the entrance at 34 Chief Albert Luthuli Street, **OK MALL BUILDING** KwaDukuza) For enquiries Please call **032 437 5142/ 5153**
2. The Closing date and time is **WEDNESDAY, 25 MAY 2022 at 12H00. No hand delivered** applications will be accepted after the closing date and time.
3. Please **DO NOT** fax or e-mail applications. Please also **DO NOT** submit applications on **Z 83 forms**. Please **NOTE THAT APPLICATIONS MUST BE SUBMITTED**

**ON KWADUKUZA MUNICIPALITY'S APPLICATION FORM WHICH IS  
OBTAINABLE ON THE MUNICIPALITY'S WEBSITE  
([www.kwadukuzamunicipality.gov.za](http://www.kwadukuzamunicipality.gov.za))**

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 confirmed 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. Council reserves the right not to appoint. Canvassing to Councillors in form of gifts is prohibited.

---

**N. J. MDAKANE**  
**MUNICIPAL MANAGER**  
**DATE: 12/05/2022**