

VACANCIES



The KwaDukuza Municipality seeks to fill the following position and accordingly invites applications from persons who meet the requirements as indicated. Please note that the post title and post identification number (KDM.) 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.

CIVIL ENGINEERING SERVICES AND HUMAN SETTLEMENT BUSINESS UNIT

KZ292 CECE009: ARTISAN (ROADS AND STORMWATER): TASK GRADE 10: R 245 012.40 - R 318 025.08 per annum.

Requirements: N6 qualification in built environment/ project management, certificate in roads construction and maintenance will be an added advantage or/ Grade 8 at NQF Level 3 plus trade test in any of the following (Plumbing, Building, Carpentry, Roads & Masonry); Minimum of 3 years relevant in construction; Code C1 Driver's License with PDP; Certificate in first aid.

Duties: Coordinates and controls the set-up work in progress and completion of specialized tasks activities associated with roads and stormwater maintenance, parking, driveways, gravel roads etc.; monitoring and correcting the productivity and performance outputs of support personnel and, attending to routine/general administrative recording requirements contributing to the accomplishment of departmental objectives.

CORPORATE SERVICES BUSINESS UNIT

KZ292 CSAR001: RECORDS ADMINISTRATOR (TASK GRADE 10: 245 012.40 - R 318 025.08 per annum.

Requirement: A Gr.12, Computer literate (MS Word & Excel), Code B/08 driver's license, 18-24 months relevant administrative experience in records.

Duties: Implements and maintains procedures and systems associated with controlling the flow of functional documentation and correspondence, by

- Capturing using sequential codes and monitoring the status of correspondence received/ dispatched on the Road Maintenance Management Information System.
- Inserting sequences to maintain/ update the correspondence reminder and filing system and creating new files.
- Perform supervisory functions within the department.
- Monitoring adherence to procedural requirements related to the accessing and issuing of documents/ file retrieval from users.
- Maintaining and updating copies of legislative Acts, by-laws and standing orders. Providing guidance to departmental personnel on administrative system application and information recording/ updating procedures.
- Transmitting facsimile copies to specific destinations and recording transmission details confirming receipt, time and date of execution.
- Photocopying originals documentation as per requests received from personnel.

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 handed to the H.R Officer/Clerk, number 34 OK Mall, Chief Albert Luthuli Street, KwaDukuza, Contact No. 032 437 5153)
2. The Closing Date and time is Monday , 29 November 2021, at 12H00. No Applications will be accepted after the closing date and time.
3. Please DO NOT fax or e-mail applications. Please DO NOT submit applications on Z83 forms. Please NOTE THAT APPLICATIONS MUST BE SUBMITTED ON KWADUKUZA MUNICIPALITY'S APPLICATION FORM FOR STAFF BELOW SENIOR MANAGERS WHICH IS OBTAINABLE ON THE MUNICIPALITY'S WEBSITE (www.kwadukuza.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 confined to the candidates that best meet the requirements according to the information supplied in their CV's. Candidates not contacted within 3 months off the closing date may consider their applications unsuccessful. Council reserves the right not to appoint. Canvasing to Councillor's in form of gifts is prohibited.