



### 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>	ADMINISTRATIVE ASSISTANT
<b>Business Unit</b>	COMMUNITY SAFETY
<b>Reference</b>	KZ292CSSDME 002
<b>Task Grade</b>	(TASK GRADE 6 - R141 992.88 - R184 334.52 p. a.)
<b>Notice number</b>	MN19/2022
<b>Requirements</b>	A Gr.12 at an NQF level 4, Computer literate (MS Word Excel & Power-point) & 3 years relevant administrative experience. Knowledge & skills: Report writing skills, Communication skills, Knowledge of budget & SCM processes.
<b>Duties</b>	Provides administrative support to the Director: Disaster Management & Emergency Services by: Attending to specific office support clerical duties like typing, photocopying, circulation, safekeeping and retrieval of documents/ correspondences. Processing requisitions on Munsoft etc.

#### 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 HR Officer, 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, 16 February 2022 at 12H00**. No 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.kwadukuza.gov.za](http://www.kwadukuza.gov.za))**
  4. KwaDukuza Municipality adheres to the National Employment Equity Act and preference will be given to appointments that assist in achieving current targets of the municipality.
  5. 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.
  6. Council reserves the right not to appoint any candidate to this post or to make required adjustments.
  7. Canvassing to Councilors/ Managers for preference on appointment is prohibited and may lead to disqualification of applicants..
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