

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 short-listing 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.**

Post Title	ADMINISTRATION OFFICER: DEVELOPMENT CONTROL
Business Unit	ECONOMIC DEVELOPMENT AND PLANNING
Reference	KZ292EDPC007
Task Grade	(TASK GRADE 10 - R 245 012.40 - R 318 025.08 p.a)
Notice number	MN:23/2022
Requirements	<p>A Gr.12 , accredited NQF level 5 Diploma in Administration or related, Computer literate (MS Office Applications), relevant experience in Administration (2+ years post qualification experience), Local government experience will be an added advantage.</p> <p>Knowledge &amp; skills: communication, coordination, financial, computer literate, problem solving skills , secretarial, minute-taking.</p>
Duties	<ul style="list-style-type: none"> <li>□ Effective implementation of administrative requirements associated with Development Control activities, by executing the implementation of procedures, systems and controls related to the receiving, updating and recording of transactional/ operational information and activities associated with the functionality; attending to requisition orders; maintaining registers and records of submissions associated with the section (i.e. SPLUMA Applications); forwarding Council resolutions relating to applications to applicants and/or objectors, provincial/ other sector departments; checking documentation for completeness and accuracy on submission of applications.</li> <li>□ Monitors the consolidation, processing and presentation of functional information, by maintaining information on the application submissions, plan submission database and updating such; processing information relating to costs associated with the submission of development applications; controlling the circulation and response to SPLUMA applications and updating records of approvals for the Section; assisting in the preparation of consolidated financial and administrative information in the form of the monthly Development Control Report submitted to Council.</li> <li>□ Co-ordinates the administrative dimension associated with the processing of the Development Control related queries and complaints by forwarding information / specific complaints received from the public to relevant officials; ensuring that information relating to development control activities is forwarded to other relevant user departments/ organizations.</li> <li>□ Maintains electronic filing system by providing assistance to all queries from staff regarding researching of SPLUMA applications and associated correspondence; scanning and dating all relevant SPLUMA applications and correspondence; checking if correct file references are used according to the archives approved filing system; capturing all data accurately of each relevant SPLUMA applications and document.</li> <li>□ Responsible for operating and maintaining the electronic Application Tracking System providing assistance to all queries from staff regarding researching of SPLUMA applications and associated correspondence; scanning and dating all relevant SPLUMA applications and correspondence; checking if correct file references are used according to the archives approved filing system; capturing all data accurately of each relevant SPLUMA applications and document;</li> <li>□ Performs specific activities associated with providing support to line functions by attending meetings, recording discussions and, preparing and circulating minutes to departmental personnel.</li> <li>□ Contributes to the departmental, Section and Sub-section</li> </ul>

**PLEASE NOTE:**

- 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**.
- The Closing date and time is **Wednesday , 24 February 2022 at 12H00**. No applications will be accepted after the closing date and time.
- 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))**
- 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.
- 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.
- Council reserves the right not to appoint any candidate to this post or to make required adjustments.
- Canvassing to Councilors/ Managers for preference on appointment is prohibited and may lead to disqualification of applicants.