



PUBLIC NOTICE BOARDS VACANCIES

ADVERTISEMENTS

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 (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.

COMMUNITY SERVICES & PUBLIC AMENITIES BUSINESS UNIT

KZ292CMSPG 005: SUPERVISOR DRIVER: WASTE (TASK GRADE 7: R165,862.44 –R215,298.00 p.a.)

Requirements: Gr.8/Standard 6, with Code C driver's license with valid PRDP (PDP); 6-12 months relevant driving & supervising experience. Successful applicants will be subjected to a driving test.

Duties: Performs tasks/ activities associated with the collection and disposal of waste using heavy vehicles, receiving instructions and or communicate with immediate superior to establish details of tasks (vehicle, tools, material & personnel). Inspecting safety devices controls, lubricant levels, etc. on vehicles and reporting defects. Attending to queries from personnel & public complaints with regards to specific waste items, driving to waste disposal sites and commencing with the discharging sequences. Required to work in all weather conditions; Required to work outside normal working hours during emergencies and overtime.

KZ292CMSPH 012: X2 GENERAL WORKER: BEACH AMENITIES (TASK GRADE 2: R101, 300. 28 – R111,388. 80 p. a.)

Requirements: Must have Basic Adult Education, Any working experience will be advantageous.

Duties: Undertakes specific activities associated with the maintaining the cleanliness of public beaches and open public spaces, sweeping, gathering and loading litter and general waste in accordance with laid down instructions supporting acceptable standards of service delivery. Required to work in all weather conditions, work during emergencies and overtime.

KZ292CMSW 006: GENERAL WORKER (LEVEL 11): REFUSE REMOVAL (TASK GRADE 2: R101, 300. 28 – R111,388. 80 p. a.)

Requirements: Must have Basic Adult Education, Any working experience will be advantageous.

Duties: Undertakes specific activities associated with the collection of refuse from domestic and business premises, by receiving instructions and/or communications with the immediate superior to establish details of tasks for the day. Walking, picking up and loading refuse bags into the refuse vehicles. Cleaning spilled waste, sweeping using mechanical push sweeper, gathering and inserting into refuse bags and loading into refuse vehicles. Picking up litter and/or items lying in open spaces. Collecting refuse from households and business premises. Engaging specific lifting gears attached to the truck for compacting refuse. Empty and release mobile waste containers or gathering and loading refuse bags into vehicles. Attends to the loading/ offloading of refuse bags into/from refuse vehicles to disposal sites. Cleaning of illegal dumping e.g. building rubble, solid waste and garden waste. Distributing refuse bags to community households. Removal of special waste such as e-waste, communal hazardous waste and carcasses (which causes treat to human health).

KZ292CMSW 009: 3X GENERAL WORKER (LEVEL 11): STREET SWEEPING (TASK GRADE 2: R101, 300. 28 – R111, 388. 80 p. a.)

Requirements: Must have Basic Adult Education at NQF level 1, 3-6 weeks relevant working experience.

Duties: Undertakes specific activities associated with the maintaining the cleanliness of street and open public spaces, by Receiving instructions and/or communications with the immediate superior to establish details of tasks for the day. Sweeping walkways and paved areas using a broom and a mechanical push sweeper. Gathering, picking and transferring litter trash into refuse bags. Picking up litter and/ or any items lying in open spaces. Removing and replacing bin liners in CBD and public areas Carrying refuse bags to designated areas for collection and/ or attends to the loading/ offloading of refuse bags into/ from refuse vehicles. Picking up carcasses such as dogs and cats. Verbal reporting to superior of damages/repairs that must be attended to.

KZ292CMSPH 011: TEAM LEADER: BEACH AMENITIES (TASK GRADE 4: R106,229. 40 – R133,982.52 p.a.)

Requirements: Std. 8/ Gr.10 at an NQF level 2 and 6-12 months general working experience. Experience in Local Government will be advantageous.

Duties: Undertakes general supervision of cleansing staff in associated with maintaining the cleanliness of public beaches and recreational facilities using tools and materials. Monitoring and issuing of cleaning equipment & monitoring the staff attendance and register on a daily basis.

KZ292CMSPG 006: 3X GENERAL ASSISTANT: PARKS & GARDENS (TASK GRADE 3: R103,741 .80 – R122,467.80 p.a.)

Requirements: Std 6/Gr.8; Knowledge of isiZulu & English, 6-12 months experience in any general work.

Duties: Undertakes activities associated with maintaining cleanliness of parks & sporting facilities using hand held tools and machines to cut, trim, and shape verges, lawns, flower beds and overgrown shrubs and general facility maintenance in accordance with laid down instructions supporting acceptable standards of service delivery.

KZ292CMSC 004: SUPERVISOR: CEMETERY (TASK GRADE 6: R137,191. 20 – R178,101.00 p.a.)

Requirements: Gr.12 & 2 years working experience in cemetery & understanding of grave digging.

Duties: To prepare specific sites/supervise general workers prior to and commencing during grave digging activities. Communicate work sequence to general workers, Making of grave numbers to ensure that grave numbers are allocated to the right grave. Supervise/monitor the setting up of personnel and tools required for the day's activities. Identify, measure marking the area and supervise proceeding with excavation. Maintain daily records of onsite personnel and site burial register for the facilitation of information.

KZ292CMSPH 006: GENERAL ASSISTANT: HALLS (TASK GRADE 3: R97 639.32 – R115 263.84 p.a.)

Requirements: Gr.10/ Std. 8 & 6 months relevant experience, Must be physical fit and able bodied.

Duties: Undertakes activities associated with maintaining cleanliness of the halls and surrounds and attending to organising chairs of the halls during events or functions in accordance with instructions in order to ensure an acceptable standard of service is made available contributing to customer satisfaction.

KZ292CMSL 004: 2X LIBRARY ASSISTANT (TASK GRADE 5: R116,801.64 – R150,850.68 p.a.)

Requirements: Gr.12 + 1 year relevant experience & Computer literate

Knowledge, skills and competences required: General understanding of public library administrative procedures and services. Good interpersonal and communication skills (written and verbal). Ability to work under pressure.

Duties: Performs activities associated with the provision of support by attending to routine enquiries from users and the general public. Executing control procedures with respect to lending/ returns and shelving, repairing damaged or defaced books and removing/ preparing obsolete stocks for returned in order to ensure the laid down instructions and procedures are complied with contributing to the accomplishment of service delivery objectives.

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, 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, 23 JUNE 2021 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 THEMUNICIPALITY'S WEBSITE** (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: 7/06/2021

MN: 92/2021
