



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

KZ292CMSW 004: FOREMAN/LADY CLEANSING: WASTE MANAGEMENT (TASK GRADE 9: R210 255.84 – R272 915.52 p.a.)

Requirements: A Grade 12 certificate, Code C/11 driver's license with PDP & Minimum 2 years relevant supervisory experience in Municipal/ Waste management environment.

Duties: Monitors and control procedures application associated with the Street Cleaning and Waste Collection operations, by-

- Interacting with the immediate superior to establish and confirm priorities and, transporting to specific sites, issuing materials and/ or equipment and detailing requirements Reporting and seeking approval and guidelines on specific cleaning and collection procedures from the immediate superior and implementing adjustments. Evaluating and correcting deviations or non-compliance with safety and standard operating causes of accidents and/ or incidents. Resolving service related disputes/ conflicts with the general public, informing the immediate superior on concerns/ issues or attending to routine complaints. Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/counselling and/ or other approved methods designed to

improve and motivate personnel. Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources to support the implementation operational plans. Addressing workplace conflict, conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures. Assessing and introducing measures to facilitate understanding of processes and procedures with respect to cleaning and waste handling applications and/ or providing input into specific training requirements. Planning for Public Holidays and weekends operations, replacement during staff vacation and sick leaves. Preparing operational performance reports referring to statistical data and qualitative information gathered through investigations and inspection. Preparing requisitions of tools & equipment under Capital & Operational items for execution of daily operation. ensures safe storage of tools and equipment timeously after work on daily basis. Completing instructional/ operational documentation (vehicle log sheets, overtime schedules, timesheets) extracting information from activity lists and forwarding for approval and processing.

CORPORATE SERVICES BUSINESS UNIT

KZN2929CSIT 006: END USER SUPPORT OFFICER (TASK GRADE 9: R210 255.84 – R272 ,915.52 p.a.) + A Cell phone & stand-by allowance in terms of Council's policy.

Requirements: Gr.12 + National Diploma in Information Technology or A+ and N+, Code EB/08 driver's license, 2-3 years Desktop and Network support experience. A Microsoft technical certificate will be added advantage.

Duties: Co-ordinates tasks/activities associated with provision of desktop end user support and analyse, diagnose & resolves software/hardware related problems ensuring optimum & uninterrupted functionality of operating systems and applications within the department.

FINANCE BUSINESS UNIT

KZ292FSRB 005: ACCOUNTANT: PRE-PAID & REFUSE (REVENUE) (TASK GRADE 12: R329,937.12 – R428,281.08 p.a.)

Requirement: A Gr.12, National Diploma in Accounting or Financial Management qualification at NQF Level 6) Computer Literacy (Advanced Excel & Access) Code EB/08 Driver's License and 3 years relevant supervisory experience in a municipal revenue environment.

Duties: Co-ordinates and control the application of accounting procedures by attending to check. Verify adjust, authorize, reconcile and report information related to Consumer Billing, Pre-paid and Refuse, Indigent support and Disconnection/Reconnections. Attending to queries and providing guidance on system applications and, processing and recording procedures in order to ensure specific instructions, reporting deadlines and outcomes are accomplished in accordance with laid down guidelines and applicable procedures. Identification and recover overdue accounts, Guiding and developing personnel on the processing sequences.

ECONOMIC DEVELOPMENT PLANNING BUSINESS UNIT

KZ292EDPB014 ADMINISTRATION OFFICER: DEVELOPMENT CONTROL :(
TASK GRADE 10: R 222 801.84 –R 289 195.80 p.a.)

Requirement: Grade 12 at an NQF level 4, Relevant Tertiary Administration Qualification (NQF level 6), Computer Literacy (Office applications) and Relevant Administrative experience in Municipal Environment 2-3years, Code 08/B driver's license

Duties: To ensure the effective and efficient implementation of set procedures, applications, systems and controls to facilitate and support the recording, updating, circulation and maintenance of information from/ to the applicants (public) and/or various department relating to development application activities.

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, 34 Chief Albert Luthuli Street, **OK MALL BUILDING** KwaDukuza.
2. The closing date and time is **10 February 2021 at 14H00. 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 WHICH IS OBTAINABLE ON THE MUNICIPALITY'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 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. Canvassing to Councillor's in form of gifts is prohibited.

N. J. MDAKANE
MUNICIPAL MANAGER