



## 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.

**Applicants for posts affected by the National Treasury Minimum Competency Regulations, 2007 will be required to obtain those competencies within 18 months from the date of commencement.**

### **FINANCE BUSINESS UNIT**

**KZ292FSB004: BUDGET ANALYST (BUDGET) (TASK GRADE 12: R310 529.04 – R403 088.16 p.a.)**

**Requirement:** A Gr.12, relevant National Diploma in Accounting at NQF Level 6 or equivalent, Computer literate (MS Word & Excel), Valid Code B/08 driver's license, 3 years' relevant experience in the compiling and analysing of Municipal Budget

**Duties:** To co-ordinate, prepare and implement the municipal budget. Evaluate and assess municipal budgets, monitor the implementation of municipal budgets, compile and analyze reports on budget performance and oversee the development and maintenance of financial and non-financial information within the local.

### **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 5153/5142

2. The Closing Date and time is **TUESDAY 23 JULY 2019, 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.kwadukuzamunicipality.gov.za](http://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 off the closing date may consider their applications unsuccessful. Council reserves the right no to appoint. Canvassing to Councillor's in form of gifts is prohibited.

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**N. J. MDAKANE**  
**MUNICIPAL MANAGER**

**DATE: 10/07/2019**

**MN: 147/2019**

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