



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.

KZ292FSB005: BUDGET COSTING CLERK (BUDGET) (TASK GRADE 6: R121 240.44 – R157 393.80 p.a.)

Requirements: Gr. 12 + NQF level 5 qualification in Accounting or Management Accounting, Computer Literate (MS Word & Excel), 12-18 Months relevant budget & costing experience. Knowledge of Municipal budgeting & costing processes will be advantageous.

Skills & Knowledge: Knowledge of municipal budgeting and costing processes. Understanding of relevant municipal legislation. Knowledge of computerized municipal financial systems. Microsoft Office experience. Analytical report writing and accounting skills are essential.

Duties: The position supports the municipal directorates in terms of providing necessary and credible financial and budget related information for use and decision making processes. The position ensures in achieving the council's legislative reporting obligations.

KZ292FSE009: 2 X SENIOR CLERKS (EXPENDITURE) (TASK GRADE 6: R121 240.44 – R157 393.80 p.a.)

Requirements: Gr. 12 + A three year National Diploma in Accounting/ Financial Accounting at an NQF level 5/6 qualification, Computer Literate (MS Word & Excel), 2 years working

experience within the creditors department. Knowledge of Financial Accounting system, Vat & MFMA will be advantageous.

Duties: To perform all duties relative to a creditors section. Check & prepare orders & requisitions for payment. Prepare weekly & monthly creditor payments. Reconcile creditor statements, Petty cash. Liaise with suppliers. Assist auditors with query solving. Filing of paid vouchers and documents and banking.

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, at OK Mall Building, 34 Chief Albert Luthuli Street, KwaDukuza, Contact No. 032 437 5142/5153

2. The Closing Date and time is **WEDNESDAY, 26 JUNE 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.kwadukuza.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 no to appoint. Canvassing to Councillor's in form of gifts is prohibited.

N. J. MDAKANE
MUNICIPAL MANAGER

DATE: 12/06/2019

MN: 128/2019
