



PUBLIC NOTICE BOARD ADVERTISEMENT

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 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.

Post title	OFFICE ATTENDANT
Business Unit	CORPORATE SERVICES
Reference	KZ292CSAR 003
Task Grade	T4
Salary	R115 334,88 – R145 466,88 p.a.
Requirements	Gr.12 at an NQF level 4 qualification, 12-18 months relevant Administration experience in Records/Registry
Duties	Performs tasks associated within the registering, recording, circulation and retrieval of documents and correspondences in accordance with laid down procedures directing application associated with the registry and records functionality by: Receiving incoming/ outgoing mail (manually) and commence with recording sequence in registers, inserting dates, details of addressee, etc. Inserting acknowledgement of receipt on incoming mail, stamping and reflecting circulation details. Inserting appropriate “control codes” on correspondence received from internal/ external sources. Initiating sequences to maintain/ update the correspondence reminder and filing system and creating new files using specific codes and references. Maintaining and updating copies of legislative Acts, by- laws and standing orders. Transmitting facsimile copies to specific designations and recording transmission details confirming receipt, time and date of execution. Photocopying original documentation as per requests received from personnel.

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 HR Officer, 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, 05 OCTOBER 2022 at 12H00**. No 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 THE MUNICIPALITY'S WEBSITE (www.kwadukuza.gov.za)**
4. 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.
5. 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.
6. Council reserves the right not to appoint any candidate to this post or to make required adjustments.
7. Canvassing to Councilors/ Managers for preference on appointment is prohibited and may lead to disqualification of applicants.