



VACANCIES 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 (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.

ELECTRICAL ENGINEERING BUSINESS UNIT

KDMEE10: 6X ARTISAN ELECTRICIAN: (TASK GRADE 10: R209 203.56 – R271 454.36 p.a.)

Requirements: Trade Tested Artisan as an electrician, Code 08 driver's license. Medium Voltage switching certificate will be an added advantage; Relevant electrical experience in medium (33 & 11KV) and low voltage (420V)

Duties: Co-ordinates and controls the set-up, work in progress and completion of specialise tasks and activities associated with medium/low voltage electrical networks & installation, maintenance and repairs including monitoring and correcting support personnel productivity and performance and attending to routine/general administrative recording requirements contributing to the accomplishment of Departmental objectives.

Please further note that applicants must be prepared to work shifts that are in line with operational requirements.

292EESMW006: ARTISAN MECHANIC: (TASK GRADE 10: R209 203.56 – R271 454.36 p.a. + Tool Allowance)

Requirements: Trade tested artisan with Code EC1 driver's license, 1-2 years' relevant experience in diesel and petrol driven motors.

Duties: Co-ordinates controls the set-up, work in progress and completion of specialised tasks activities associated with the mechanical maintenance and repair of diesel, petrol heavy duty plant and vehicles, including monitoring and correcting the productivity and performance outputs of support personnel and, attending to routine/general administrative recording requirements contributing to the accomplishment of departmental objectives.

OFFICE OF THE MUNICIPAL MANAGER'S BUSINESS UNIT

292MMIDP002: INTERGRATED DEVELOPMENT PLANNING OFFICER (TASK GRADE 11: R 246 977.28– R 320 600.52 p.a.)

Requirements: National Diploma in Development/Planning /Environmental studies /Public Management /Public Administration at an NQF level 6 or equivalent qualification, Code B/08 driver's license, Computer literate (MS Word& Excel).1-2 years' experience in a local government and have knowledge of local government legislations and understanding of IDP process.

Duties: Assist the Director IDP in Liaising with stakeholders, Co-ordinates public participation in IDP process, provides administrative support to Director: IDP takes minutes during IDP Forum meetings, Performs administrative & clerical duties in relation to the IDP process.

CIVIL ENGINEERING SERVICES AND HUMAN SETTLEMENT BUSINESS UNIT:

292CEHPMI007: BUILDING AND DRAINAGE INSPECTOR (TASK GRADE 10: R 209 203.56-R271 545.36 p.a.) Plus Locomotion and cell- phone allowance in terms of Council's policy.

Requirements: National Diploma in any Building discipline (Civil, Construction and Architecture) at NQF Level; 2 years' experience in Public Sector, roads and storm water and project management; Code EB/B driving license.

Duties: Conduct qualify inspections on houses under construction for compliance and conformity to building standards through interaction with stakeholders, Coordinates sequences associated with monitoring compliance with standards, procedures ,regulations and specifications in terms of the National Building Regulations HNBRC,SABS and SANC10400 Codes of Practice, with regards to construction of buildings, preparations and presenting investigational and qualitative reports, processing/approving specific transactional works documentation and issuing compliance and noncompliance notice to align practices.

KZ292 CEHPMI0010: HOUSING OFFICER (TASK GRADE 10: R 209 203.56-R271 545.36 p.a.) Plus Locomotion and cell- phone allowance in terms of Council's policy.

Requirements: Matric/Gr.12; National Diploma in Public Management or Project Management at NQF level 6; 12- 18 months' experience in a relevant project management field. Code B driving license.

Duties: Monitor projects from inception to completion; Provide assistance to the Programme Manager on project inception, planning implementation to close out. Assist Programme Manager in the developing of subordinates; Assist and monitor tasks associated with the processing and updating of housing information in respect of registrations, applications and occupation, generating reports detailing the status of the housing programme; attending to and/or forwarding disputes queries/complaints to specific departments for attention and resolution and communicating the outcome; provide reports to Council/KZN Human Settlement Department /Ilembe District Municipality/Communities about the projects progress; monitoring and evaluating of projects ;able to understand how to implement Municipal Finance Management Act 2003(MFMA);and able to promote good working relationship with internal and external officials.

KZ292CEPMU004: SENIOR CIVIL ENGINEERING TECHNICIAN (PMU): (TASK GRADE 12: R 291 576.60-R 378 486.48 Plus Locomotion and cell- phone allowance in terms of Council's policy.)

Requirements: Grade 12 at NQF 4, a National Diploma in Civil Engineering and Surveying NQF level 6 or equivalent; valid Code B/08 driver's license; Computer literate (MS Word & Excel), 3 years' experience. (Preferable)in Local Government specifically PMU & MIG programme; Registration with the Civil Engineering Council of South Africa or South African Council would be advantageous.

Duties: Delivering technical support and evaluating proposed projects in alignment with respective municipal IDP's and the regional and provincial growth and development plans, Project-managing labor-intensive projects in line with the EPWP framework and the related report requirement, Arranging regular progress meeting, Ensuring compliance with all legal aspects and conditions as required by the various spheres of government, Conducting site visits/meetings to ensure compliance with business plan conditions, Managing cash flows and committed projects expenditure, Verifying payments certificates and preparing monthly payment schedule documentation, Maintaining and project performance data on the MIG MIS, Assisting with other related municipal infrastructure programmes, Interacting, Project identifying and prioritisation in conjunction with specialist consultants, outlining objectives and goals for presentation, Analysing the status of project in progress, preparing reports, attending projects steering committee meetings, Interacting with consultants & contractors to ensure quality workmanship and value for money, Monitoring consultants & contractors performance standards against deliverables and executing specific corrective to address deviations, Preparing and processing interim and final payment certificates referring to work in progress and completed assessments and reports, project budget and contractors cash flow position, Arranging for handover of completed projects to the community, Interacting with project committee and/or influential role-players/stakeholders to determine and attend to requirements to facilitate involvement and ownership at community level, Participating in various meetings(council, internal and external forums, steering committees)and provides comments /opinions on matters affecting or concerning the functionality, Monitoring i.e.

daily site inspection on all MIG Projects, Administrative and co-ordination support to the PMU Manager /Administrator and related functions, Registration of MIG projects on MIS, Register maintenance of site visit reports.OH&S & register etc, Assisting in the Maintenance of the national monitoring database, provision and quality control of data and information technology, Setting up progress meetings and site handover meetings, MIG MIS Co-ordinate for District and support to Local Municipalities, Updating Projects information on MIS, Support and assist with all administrative duties required by the PMU team. Processing of related correspondence and assistance in report generation, Registration of MIG projects on MIS and reporting, CIDB reporting and compliance, Updating progress and DORA reports, Register maintenance of site visits/meeting & minutes of the site meetings, reports OH&S etc, liaise with provincial and National IT specialist on MIS related issues, Provision and quality control of data and information technology.

ECONOMIC DEVELOPMENT AND PLANNING BUSINESS UNIT

KZ292CEHPMI007: SENIOR BUILDING & DRAINAGE INSPECTOR (TASK GRADE 11: R 246 977.28– R 320 600.52 p.a.) + Locomotion Allowance and Cell-phone allowance in terms of Council's policy.

Requirement: A Degree/National Diploma in Building/Architectural Technologies/Development related field at an NQF level 6; Computer literate (MS Word/Excel);Code B/08 driver's license; 3-4 years building /construction working experience /relevant industry experience specifically related to principles and practices related to the building code and proper inspection methods and procedures; Must have knowledge of principles of supervision, training, and performance evaluation; Must have knowledge of Local Government Processes ,Knowledge of relevant legislations e.g. National Building Regulations & Building Act of 1977, NBR SANS 10400.

Duties: Incumbent directly reports to the Manager Building Control and will be responsible for coordinating sequences associated with monitoring compliance with standards, procedures, regulations and specifications encompassed in National Building Regulations with regards to requests for issuing of building compliance certificates and construction of building, preparing and presenting investigational and qualitative reports, processing/approving specific transactional works documentation and issuing compliance notices to align practices. Supervise, schedule, and coordinate the field operations of the building inspection division. Respond to questions and concerns of assigned staff or the public. Resolve disputes between building inspection staff and developers, contractors, architects, engineers, and the general public. Provide assistance in the training to new building inspection staff in terms of Municipal policies, procedures, rules, and regulations.

KZ292 EDPB003: OUTDOOR ADVERTISING ADMIN (TASK GRADE 09: R185 810.16– R241 184.64 p. a)

Requirements: A relevant National Diploma in built environment/Social Science/Public Administration /Marketing or related at NQF Level 6 qualification, Code B/EB 08 driving license, Computer Literacy (MS Office Applications), Relevant experience including administrative experience (minimum 2 years)

Knowledge: Must have knowledge of relevant policies and legislation including South African Manual for Outdoor Advertising Control (SAMOAC) 1998; South African National Roads Agency Limited and National Roads Act, 1998(Act No.7 of 1998) National Building

Regulations and Building Standards Act, 1977(Act No. 103 of 1977); Municipal Bylaws Knowledge and experience in working for Local Government processes as well as sequences related outdoor advertising application processes.

Duties: Ensure compliance with Council's advertising signs bylaws in terms of the adopted Outdoor Advertising policy, in order to ensure advertising bylaws and procedures and guidelines are adopted, applied and compiled with in all transactions, activities and sequences associated with outdoor advertising; Receipt, processing and evaluation of all applications for advertising signs within the municipal boundaries, in order to ensure support for the Department's service delivery objections through the provision of accurate and up to date information ,which enables applications to be attended to within the specified turnaround time. Assist in the enforcement of provision of the Advertising Signs Bylaws and relevant legislation relating to Outdoor Advertising in order to ensure statutory requirements for the management outdoor advertising are enforced to encourage harmonious and sustainable development. Co-ordinates the administrative dimension associated with the processing of the outdoor advertising related queries and complaints in order to ensure that user departments update their records and the queries are attended to timeously; Responsible for operating and maintaining the electronic Application Tracking System to ensure information and records detailing outdoor advertising activities/operations are updated, maintained and made available to support departmental planning and decision making processes.

FINANCE BUSINESS UNIT

KZ292FCM004: BUYER (SCM) (TASK GRADE 11: R246 977.28 – R320 600.52 p.a

Requirement: A Gr.12, Relevant Qualification at NQF Level 6 or equivalent and Supply Chain Management Certification. Computer Literate (MS Word & Excel), Code B/08 Drivers Licence and (2-3 years) Relevant Supply Chain administration experience.

Duties: Performs tasks/ activities associated with the application of specific Supply Chain procedures, updating supplier database, analysing internal needs, budgetary provisions and supplier capabilities, sourcing suppliers and placing orders against conformed requisitions and interacting and establishing the status of orders and/ or prioritising requirements to prevent stock depletion or interruptions to service delivery.

KZ292FSB004: BUDGET ANALYST (BUDGET) (TASK GRADE 12: R291 576.60 – R378 486.48)

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 licence, 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.

292FSRI002: ACCOUNTANT: INCOME (TASK GRADE 12) R291 576.60 –R378 486.48 P.A.

Requirements: A Gr.12; B. Com Degree in the field of Accounting/ Financial Accounting/ Management Accounting or equivalent at an NQF level 6 qualification; Computer literate (MS Word & Excel); Code B/08 driver's license; 2-3 years of experience in Credit Control in a high capacity local government environment.

Duties: Co-ordinates and control the application of accounting procedures by attending to check, verify, adjust, reconcile and report information related to consumer billing, attending to queries and providing guidance on system application 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 recovery of overdue accounts, guiding and developing personnel on the processing sequences.

292FSRR002: ACCOUNTANT: REVENUE (BILLING & METERS) (TASK GRADE 12) R291 576.60 –R378 486.48 P.A.

Requirements: A Gr.12; + a National Diploma / B. Com Degree in the field of Accounting at an NQF level 6 qualification; Computer literate (MS Word & Excel); Code B/08 driver's license; At least 3-4 years of experience in a municipal revenue environment.

Duties: Co-ordinate and controls the application of accounting procedures by attending to the verification, reporting, reconciliations of consumer deposits, suspense accounts related to consumer billing. Attend to queries and provide 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. Identify and recover overdue accounts, guide and develop personnel on the processing sequences.

292FSRR003: ACCOUNTANT: HOUSING & SUNDRY DEBTORS: (TASK GRADE 12): R291 576.60 –R378 486.48 P.A.

Requirements: A Gr.12; + a National Diploma / B. Com Degree in the field of Accounting at an NQF level 6 qualification; Computer literate (MS Word & Excel); Code B/08 driver's license; At least 3-4 years relevant supervisory experience in a municipal revenue environment.

Duties: Co-ordinate and controls the application of accounting procedures by attending to the verification, reporting, reconciliations of account receivables & bank reconciliation transactions to support analysis. Identification & recovery of overdue accounts, guiding and developing personnel on the processing sequences and attending to specific administrative processes associated with housing debtors and bank accounts, certification and correspondences.

KZ292FSRB005: ACCOUNTANT: PRE-PAID & REFUSE (REVENUE) (TASK GRADE 12: R291,576.60 –R378,486.48)

Requirement: National Diploma in Accounting or Financial Management qualification at NQF Level 6) Computer Literacy (Advanced Excel & Access) Code EB Driver's License and 3 years and (2-3 years) Relevant management Accounting experience.

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. **(Not prioritized)**

KZ292FSRB010: 2X PRE-PAID/ REFUSE CONTROLLER (REVENUE) (TASK GRADE 10: R209,203.56 - R271,545.36)

Requirement: Matric with a pass in Mathematics and Accounting, Computer Literacy and (12-24 Months) Relevant clerical/ office administration and general accounting experience.

Duties: Performs specific clerical/ administration and accounting functions associated with the controlling and recording of Conventional/ pre-payment meters in accordance with laid down laid procedures and instructions enabling the customer to purchase/ consume power. Guiding and developing personnel on the processing sequences and attending to specific administrative processes associated with pre-paid meters.

KZ292FSR002: ADMINISTRATIVE OFFICER (REVENUE) (TASK GRADE 10: R209,203.56-R271,545.36)

Requirement: National Diploma in Administration/Secretarial at NQF 6, Computer Literacy – MS office applications and 18 – 24 months clerical and office administration experience plus experience in the administration of performance management systems.

Duties: To provide a full and efficient confidential/administrative service to the Director: Revenue and officials in the Revenue Department. Attends to the preparation of documents, correspondence and reports using MS Word, Excel and Power Point and, provide office support to enable accomplishment of specific requirements and/ or instructions. Compilation and submission of credible, accurate and complete information regarding the Performance Management System. Co-ordinating meetings and recording and distribution of minutes of meetings.

COMMUNITY SAFETY BUSINESS UNIT

KZN292CSSLA003: ADMINISTRATOR (VEHICLE & DRIVERS LICENSES) (TASK GRADE 9: R185 810.16-R241 184.64 p.a.)

Requirements: Gr.12, Examiner certificate/ Diploma for finger prints, eyes, PDP clearance & learners license, Code EB driver's license, Computer literate (MS Word, NATIS & Excel), 12 – 18 months experience & No Criminal Record.

Duties: Performs tasks associated with assisting the examiners with the examination, testing for learner and driving licenses through the application of laid down assessment and inspection procedures, attending to record keeping requirements and the execution of specific activities to ensure drivers conform with the requirements of the road traffic act and regulations contributing to the safety of all users.

KZ292CCPVP002: SUPERINTENDENT: TRAFFIC & VISIBLE POLICING (TASK GRADE 12): R291 576.60 –R378 486.48 P.A.

Requirements: Traffic officer's Diploma, Registered as a Traffic Officer, Clearance for Peace Officer's status, Code EB/08 driver's license, Computer literate (MS Word & Excel), 3 years of experience at middle management level. No Criminal record.

Duties: Assist and support Management within the Community Safety with daily operations associated with plans and programs designed to accomplish key service key delivery objectives with respect to traffic Management through the co-ordination of operations associated with Municipal/ Provincial and Statutory requirements.

Knowledge & Skills: Municipal By-Laws, Road Traffic Act, Criminal Procedure Act & Administration.

CORPORATE SERVICES BUSINESS UNIT

KZ292CSAP005: COUNCILOR EXECUTIVE SUPPORT OFFICER (TASK GRADE 11: R246 977.28 – R320 600.52 P.A.)

Requirements: A Gr.12 plus N. Diploma in Office Management, Public Management or equivalent qualification; Computer literate (MS Word, Excel & Internet); 2- 3years administration experience in a local government environment.

Duties: Assist councilors with writing of burial letters and confirmation letters, Order stock and furniture for councilors; Liaise with Auxiliary officer in making requisition on the procurement; Taking delivery and distribution and allocation of tea, coffee, sugar, milk mainly for the Accounting Officer, Mayor, Deputy Mayor and Speaker for the key official meetings in their offices. Communicate with councilors on municipal programmes and events/meetings. Liaise with relevant departments internally and externally in facilitating welfare needs of councilors. Coordinate with committee officers on the schedule and confirmation of invites to councilors about planned meetings and events. Collate and submit the required information to COGTA and other relevant bodies as and when required. Closely work with the offices of the Speaker and Chief Whip on councilor programmes. Liaise with relevant internal departments on the training and development of councilors. Communicate with councilors on municipal programmes and events/ meetings. Attend mayoral programmes as per the approval of the immediate supervisor; Organise transport for councilors to attend, cascade information to councilors when needed; Provide secretarial services pertaining to councilor support programmes.

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 **07 January 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)**

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: 06/12/2018
MN:196 /2018
