



VACANCIES

The KwaDukuza Municipality situated on the KwaZulu Natal North Coast, seeks to fill the following positions and accordingly invites applications from suitably qualified and experienced applicants for appointment to the position 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

KZN292FSB 001: DIRECTOR: EXPENDITURE (TASK GRADE 19: R718 024.56- R932 048.64 p.a. + Locomotion allowance & Cell-phone allowance in terms of Council's policy.

Requirements: A Gr.12; & B. Comm in Accounting (or equivalent NQF level 7 qualification) with majors in Accounting, and either Auditing or Managerial Accounting; Computer literate (MS Word & Excel); Code B/08 driver's license. At least 3-4 years relevant Financial Accounting experience at a senior level within a municipality.

Knowledge: In-depth knowledge of relevant local government legislation and related legislation and related regulations like MFMA, MSA, DORA, VAT ACT, INCOME TAX ACT, National Treasury, GRAP, SCM regulations etc.

Duties: Direct, Lead and Controls the key performance areas and result indicators of the Expenditure Section associated with consolidation and preparations of management accounts, recording, balancing and reconciliation of expenditure, reporting of expenditure, monitoring and executing specific intervention to maintain compliance, implementing risk management and asset control procedures, preparing of financial reports to support key management decisions, provision of guidance to personnel with the interpretation and processing of specific accounting information and directing accounting procedures and processes associated with controlling creditor accounts, payroll and costing and supply chain management.

KZN292FSBA001: MANAGER: ANNUAL; FINANCIAL STATEMENTS & RECONCILIATION (TASK GRADE 15: R426,123.93 – 553,136.76) P.A. PLUS CELL-PHONE & LOCOMOTION ALLOWANCES

Requirements: Gr.12 + National Diploma qualification at NQF level 6 in Accounting/ Financial Management or equivalent NQF Level 6 qualification, Computer literate (MS Word

& Excel), Valid Code B/08 driver's license, 3 years relevant management & accounting experience in the compilation of GRAP Annual financial statements in a municipality. Relevant Financial Accounting & budget experience in a municipality.

Knowledge & Skills: of MFMA, GRAP, MSCOA

Duties: Managing organizational Annual Financial Statements in accordance with S122(21) of MFMA and in line with GRAP Standards with disclosures as required by S123 to S125 of MFMA together with the municipal audit file. Monitor the implementation of effective changes in legislation in line with AFS office. Control and manage all associated tasks within AFS office such as VAT, Investments, loans, insurances, bank reconciliation, government grants and subsidies. Provides strategic, tactical and operational advise on various financial management disciplines. Maintaining of effective and transparent system of risk management and internal control.

KZ292FSB003: MANAGER: BUDGET (TASK GRADE 15: R426,123.93 – 553,136.76) P.A. PLUS CELL-PHONE & LOCOMOTION ALLOWANCES IN TERMS OF COUNCIL POLICIES.

Requirements: A Gr.12, National Diploma in Accounting or any Management Accounting qualification equivalent to (NQF 6), Valid Code EB Driver's License, Computer Literacy (MS Word & Advanced Excel Skills), 3 years detail experience in the municipal budget in a municipality with a budget over R500 million.

Duties: Manages the key performance areas associated with the preparation, reporting and control of the consolidated capital and operating budgets through the application of laid down procedures, monitoring and executing specific interventions to maintain compliance, preparation of financial reports to support key management decisions, and guiding personnel with the interpretation and processing of specific budgeting and reporting information

CORPORATE SERVICES BUSINESS UNIT

KZ29CSIT0012: DIRECTOR INFORMATION COMMUNICATION AND TECHNOLOGY ((TASK GRADE 19: R718 024.56- R932 048.64 P.A. + LOCOMOTION ALLOWANCE & CELL-PHONE ALLOWANCE IN TERMS OF COUNCIL'S POLICY.

Requirements: Three (3) year Degree or National Diploma in the field of computer science - (NQF Level 7) or equivalent. Related Certifications in Servers, Networks, Storage and Databases, Valid Code ED Drivers License, 4 years' experience managing and delivering infrastructure design and operational excellence.

Duties: Direct, Lead and Control the key performance areas of the overall operations to ensure the stable operation of the organization's IT infrastructure, including developing, maintaining, supporting, and optimizing key functional areas, particularly network infrastructure, server infrastructure and result indicators associated with the

provision of a quality and capable Information Technology Management functionality through investigation, analysis and interpretation of developmental requirements, data communications, and telecommunications systems. Schedules and directs activities to resolve hardware and software problems in a timely and accurate fashion, mapping out continuous improvement strategies for consideration, coordinating sequences with respect to the implementation of procedures pertaining to the scoping, award and monitoring of contractor performance and, maintaining optimum system and security operating functionality

OFFICE OF THE MUNICIPAL MANAGER

KZ292MMIDP001: DIRECTOR IDP AND PUBLIC PARTICIPATION ((TASK GRADE 19: R718 024.56- R932 048.64 P.A. + LOCOMOTION ALLOWANCE & CELL-PHONE ALLOWANCE IN TERMS OF COUNCIL'S POLICY.

Requirements: A relevant B Degree or equivalent) NQF Level 7 qualification, Computer Literacy Code B Drivers License, relevant 5 years experience at middle management level.

Duties: Manages the functional key performance areas, processes and procedures associated with the planning, drafting and review of the Integrated Development Plan, interpreting and aligning objectives towards the accomplishment of specific outcomes and, reporting on the application, intervention and achievement of developmental initiative according to the vision strategies and policies of the Integrated Development initiative in the interests of the local community promoting sustainable development aimed at improving quality of life.

Manages the Public Participation Unit through ensuring that mobilisation of stakeholders in all the 27 wards, co-ordinating ward committee functionality, programmes, Ensuring Intergovernmental partnering with the District Municipality and other Government Departments with regards to all legislated (budgets / IDP) and other public meetings that are of importance for all the stakeholders and attending to other strategic matters of the Department

ECONOMIC DEVELOPMENT AND PLANNING BUSINESS UNIT

KZ292 EDPE001: DIRECTOR DEVELOPMENT ENFORCEMENT (TASK GRADE 19: R 718 024.56- R932 048.64.) + a locomotion allowance & a cell-phone allowance in terms of council's policy)

Requirements: Grade 12 and Minimum Degree in Built Environment/ Legal Field/ Social Science or related qualification at NQF Level 6. Peace Officer Training and must be eligible for registration as Peace Officer. Registration with relevant professional Council essential, Drivers licence Code EB/ 08, Knowledge working experience with relevant legislation (including SPLUMA, NBR, NEMA, Business Licence) & municipal bylaws (e.g. Advertising, SPLUMA, etc; Essential Minimum 5 years' relevant experience including with 2 at management or supervisory level.

Duties: Identifies with the broad service delivery strategy with respect to the management and maintenance of a Development Enforcement department and, defines, implements and monitors the short term plans/ objectives, in order to ensure key functional implementation requirements are analysed and co-ordinated to enable objectives associated with the provision of service delivery is accomplished. Manage and control outcomes associated with utilization, productivity and performance of personnel within the Department, in order to ensure that a climate conducive to promoting and sustaining motivational levels, productivity, performance and improving the quality of work-life, is cultivated and maintained, enabling the Section to meet its service delivery objectives, Manage and control outcomes associated with utilization, productivity and performance of personnel within the Department, in order to ensure that a climate conducive to promoting and sustaining motivational levels, productivity, performance and improving the quality of work-life, is cultivated and maintained, enabling the Section to meet its service delivery objectives, Formulates capital and operating budgets taking into account various factors including Council's goals and objectives, Performance requirements, Resource allocations and constraints in order to ensure accurate estimates are prepared in relation to requirements to support effective performance of the Enforcement Department, Coordinates and directs the establishment and implementation of an Integrated Enforcement and prosecution system by Establishing enforcement and prosecution presence as part of a development management service for citizens, designing and/or reviewing work flow processes and procedures to achieve efficiencies and required standards, rationalising and updating enforcement and prosecution documentation in keeping with changes in procedures, bylaws, policies and legislation amongst other things in order to ensure efficient and effective enforcement and prosecution of unauthorized building development and land uses, Responsible for monitoring business licences, advertising, development and use of land and buildings by undertaking analysis and reporting to the Executive Director: Economic Development and Planning to ensure that land use and environmental planning takes cognizance of changes in land use. Oversee and directs the processes to regularizes or terminate unauthorized building development and land uses in order to protect Council from liability, loss of income and to ensure compliance with relevant National, Provincial and Council legislation, regulations, policies and bylaws. Oversee the monitoring of development compliance and use of the natural and built environment in order to ensure compliance with National, Provincial and Council legislation, regulation, policies and bylaws. Develops improvements and innovations in the delivery of Department outputs in order to ensure that the Department functions within Nationally (and Internationally) accepted standards of best practice, Liaises with the Director Development Planning/ relevant managers from Local Economic Development/ Building Control / Building Inspectorate and Building Plan Submission and Assessment Applications Units, in order to ensure the effective and efficient functioning of the Enforcement Department. Ensures support for the establishment and implementation of the department's Performance Management System by providing guidance on the Establishment of Key Performance Areas, indicators, etc. in order to ensure that the Department's objectives are met.

KZ292EDPC005: SENIOR TOWN PLANNER (TASK GRADE 15: R426 123.96–R553 136.76 p.a.) + Locomotion Allowance and Cell-phone allowance in terms of Council's policy.

Requirements: A Degree in Town and Regional Planning or equivalent from a recognized institution. Code B/ 08 Driving Licence. Registration as a Professional Planner with South African Council for Town and Regional Planners (SACPLAN), Minimum 3years relevant post qualification experience, Supervisory experience may be an added advantage.

Duties: To undertake and assist with Spatial and Integrated Planning tasks required for the production of Unit outputs; To provide and manage the key performance areas and result indicators associated with the provision of an effective planning service to core service delivery functions by amending, adjusting and reviewing policies and procedures against departmental, statutory and audit guidelines; Co-ordinates and controls tasks/ activities associated with controlling personnel performance, productivity and discipline; Assists in strategic planning functions in order to ensure that strategic plans promote integrated and sustainable development; Support the Chief Town & Regional Planner by liaising with relevant officials and other departments/Units, to prepare, implement, monitor and review the Integrated Development Plan as it relates to the Unit outputs; Assist with the preparation, implementation, monitoring and reviews of the Spatial Development Framework, in compliance with the Integrated Development Plan; Assist with the preparation, implementation, monitoring and review of SDP's and LAP's; Prepares, implements, monitors, reviews and amends the Land Use Management System in order to ensure an integrated and sustainable development focused LUMS; Processes, assesses and resolves development applications, submitted in terms of any legislation, for both Council owned and privately owned land (including *et al* (Re)Zoning of land, Land Use Scheme Amendments, Subdivisions, Boundary Adjustments, etc; Undertakes research and policy formulating with regard to planning and development matters; Serve as a member of the Municipal Planning Tribunal or Registrar/ Deputy Registrar if designated by the Municipal Council and/or Accounting Officer; Supports the management of information in order to ensure that accurate information and records are kept; Disseminates strategic, functional and operational information on the immediate, short and long term objectives and, current developments, problems and constraints; Support the Chief Town & Regional Planner with managing planning and development related projects; Provides technical information, advice and guidance to all stakeholders, including other spheres of government and civil society; Maintains awareness and knowledge of planning and development trends, policies and legislation at the local, provincial, national and international level.

OFFICE OF THE MUNICIPAL MANAGER'S BUSINESS UNIT

KZ292MMSP001: DIRECTOR: SPECIAL PROJECTS (TASK GRADE 19: R 718 024.56- R932 048.64. + a Locomotion allowance & a Cell-phone allowance in terms of Council's policy)

Requirements: A Gr.12 and a B. Degree in Development studies/ Human & Social Sciences/ Town & Regional Planning at an NQF level 7 and 3-5 years' management experience in local government, Code B/08 driver's license, and Computer literate (MS Word & Excel).

Duties: Manage the overall strategic projects and programmes of the municipality from the office of the Accounting Officer, identify and package grants and various funding sources for strategic IDP projects and programmes of the municipality, facilitate trade and investment funding opportunities, develop the business plans to source various funding opportunities seeking to augment internal funding, liaise with external organizations, state organs and private sector domestically and globally in sourcing additional funding and projects/programmes for the municipality, leverage the municipal advantage in its strategic location through mobilization and development of appropriate investments, support the internal municipal business units in the execution of approved and funded programmes and projects, manage the budget of the office in a manner which seeks to achieve municipal goals, identify and mitigate risks related to strategic projects and programmes.

COMMUNITY SAFETY BUSINESS UNIT

KN292CSS005: DIRECTOR: COMMUNITY SAFETY (TASK GRADE 19: R718 024.56- R932 048.64 p.a. plus a Locomotion allowance & a Cell-phone allowance in terms of Council's policy)

Requirements: A Gr.12 and a relevant Law Enforcement qualification/Public Administration/Management at an NQF level 7, A valid Code B/08/ C1/10 driver's license, Computer literate (MS Word & Excel) & No criminal record, 4-5 years of experience at a middle management level. A Traffic Officer qualification shall be an added advantage.

Knowledge & skills: Municipal By-laws, Road Traffic Act, Criminal Procedure Act & Administration, MFMA, Municipal Systems Act, Administration Adjudication of Roads Traffic Offences (AARTO).

Duties: Manages the implementation, monitoring, evaluation & reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objectives with respect to Traffic & Protection Services through the co-ordination/implementation of operations associated with the enforcement of Traffic Laws and By-laws and the provision of an Emergency Fire Service in order to ensure the risk of damage to property and or loss of lives is limited through prompt and efficient execution of sequences and applications. Planning and Leading discussions on issues of local transport fraternity including dealing with taxi industry and other transport related matters.

ELECTRICAL ENGINEERING SERVICES BUSINESS UNIT

KZ292EESP003: SENIOR MANAGER: PLANNING, CUSTOMER CARE AND FLEET SERVICES (TASK GRADE 16: R479 776.80 –R622 790.28 + Locomotion allowance and Cell-phone allowance in terms of Council's policy)

Requirements: National Diploma in Electrical Engineering/Mechanical Engineering or equivalent, Code EB Driver's License, 5 years' experience at management level, Computer Literacy (MS Office Applications)

Duties: Planning and co-ordinating electricity infrastructure development, expansion and upgrading to ensure timeous availability of bulk supply to services residential, commercial, industrial development and reinforcement of existing networks. Develop, establish and maintain procedures and various mechanisms by which established customer, new customer, township and major top structure developers are able to readily communicate with the supply authority seeking assistance, guidance and expeditious resolve in all aspects of electricity supply, distribution and services delivery. Planning and co-ordinating the efficient and cost effective fleet management services affording user directorates high availability of well serviced/ maintained safe and reliable vehicle and plants

KZ292EESMW003: MANAGER: MECHANICAL WORKSHOP AND FLEET SERVICES (TASK GRADE 15: R426 123 .96-R553 136.76 p. a+ Locomotion allowance and Cell-phone allowance in terms of Council's policy)

Requirements: Diploma in Road Transport/Technical Qualified diesel/petrol motor mechanic; Valid motor vehicle driver's license (Code C1) and PDP; 3 years' experience in the management of a Heavy/Light fleet /construction plant workshop (preferable Municipal/Government garage); computer Literate (MS Word/Excel)

Duties: To assist the Director in planning customer and fleet services with the daily management of the mechanical workshop and fleet services section.

PLEASE NOTE THAT SOME OF THESE POSTS ARE RE-ADVERTISEMENTS APPLICANTS WHO HAVE PREVIOUSLY APPLIED MAY RE-APPLY IF STILL INTERESTED, QUALIFYING WOMEN ARE ENCOURAGED TO APPLY AS PREFERENCE IN TERMS OF EMPLOYMENT EQUITY SHALL BE GIVEN TO THEM.

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, OK MALL BUILDING, 34 Chief Albert Luthuli Street, KwaDukuza).**
2. For enquiries please contact **032 437 5153/5142**
3. The Closing date and time is **Monday 07 January 2019 at 12H00.**No hand delivered applications will be accepted after the closing date and time.
4. 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.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 of the closing date may consider their applications unsuccessful. Council reserves the right not to appoint. Canvassing to Councilors in form of gifts is prohibited.

N. J. MDAKANE
MUNICIPAL MANAGER
06/12/2018
MN: /2018

Publication