



PUBLIC NOTICE BOARD VACANCIES

ADVERTISEMENTS

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.

CIVIL ENGINEERING AND HUMAN SETTLEMENT BUSINESS UNIT

KZ292 CECE0013: GRADER OPERATOR (ROADS & STORMWATER): (TASK GRADE 6: R137 191.20– R 178 101.00 p. a)

Requirements: Matric; Code C driving license with PDP; one (1) year experience as grader operator.

Duties: Performs tasks/ activities associated with the transportation of material/ equipment and personnel to/ from work sites and operation of heavy vehicle during road maintenance activities and installation lines and erecting manholes.

FINANCE BUSINESS UNIT

KZ292FSRB 007: 1X METER READER (TASK GRADE 5: R116 801.64 – R150,850.68 p.a.)

Requirements: Gr.12 with pass in Mathematics, A valid Code EB/08 driver's license, 12 months relevant clerical experience, meter reading, disconnections/ reconnections of meters.

Duties: Performs tasks associated with meter reading by Receiving instructions from immediate superior, Commencing with locating consumption meters, reading and recording and verifying accumulated totals on display with figures inserted on prescribed forms/ registers. Recording the kVa and component to zero. Checking the status of connections, identifying and recording any acts of tampering and damages incurred on connections and flow meters. Forwarding completed schedules to the immediate superior for further processing. Attend to disconnection of flow meters by, Receiving instruction on defaulters and or complying

customers, locating sites/ addresses and commencing with the disconnection/ reconnection sequence. Checking connection/ disconnection prior to departure from site, Recording activities forwarding schedules to relevant personnel for further processing. Attending to consumption variances, Recording the correct reading. Receiving instruction listing variances to investigate the correct reading. Recording Faulty meters and reporting to supervisor. Recording meters that does not appear on the routine list. Disconnecting the meters that does not appear on the list.

COMMUNITY SAFETY BUSINESS UNIT

KZ292CSSMS 007: 2X LIFEGUARDS (TASK GRADE 6: R137,191.20 – R178,101.00 p.a.)

Requirements: Gr.12, Lifeguard Award, No Criminal record, Proof of Re-test over 12 months, 18 months relevant lifesaving experience. Must not older than 35 years of age & be able to work in all weather conditions. Be physical fit and be able to do a physical fitness test. Successful candidates will be subjected to a medical fitness test.

Duties: Ensure safety of beach swimmers, conducts rescues, monitors and advises beach & water users on activities as & when required by: Assessing the prevailing conditions & places zone flags/ warning signs in appropriate positions on the beach so as to minimize the risk of the public getting into difficulties in the sea. Positioning rescue equipment adjacent to the patrol zones & advises public as to the correct zone for their particular activity. Closely monitor all persons bathing or surfing in the sea and carry out the rescue of any persons seen to be in difficulty in the sea and to inform other services if backup is required. Monitors the condition of lifeguard equipment and report defects to senior lifeguard in order to ensure the equipment is working properly. Observe activities in assigned areas on foot, in vehicle, or from tower using binoculars to detect hazardous conditions such as swimmers in distress, disturbances or safety infractions. Rescue distressed persons from the sea, adjacent cliffs using rescue techniques and equipment. Examine injured individuals, administers first aid and monitors vital signs and utilizing training antiseptics, bandages and instruments. Maintains daily weather and beach conditions as well as provide written reports and keep a log of all incidents for reporting to the senior lifeguard. Assisting with enforcement of by-laws (sea shores regulations). The lifeguard is required to utilize the Power Craft (IRB/Jet Ski) when required/necessary. & Assist with launching & beaching of Rescue Power Craft. Obeying instruction issued by senior lifeguard. Assist with launch and beaching of rescue power craft, Crewing during patrols and performing rescues (applies to lifeguards once obtained the LSA crewman certificate. Attending all training including courses, seminars and missions as instructed by superiors. Undertake regular skills and fitness tests as per the standards set. Maintain a courteous relationship with the public at all times. Wearing the uniform provided and being neat and presentable at all times. Refrain from using abusive language whilst on duty. Keep the facilities and the lifeguard tower clean at all times.

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, 34 Chief Albert Luthuli Street, **OK MALL BUILDING** KwaDukuza.
2. The closing date and time is **MONDAY, 08 MARCH 2021 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 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 not to appoint. Canvassing to Councillor's in form of gifts is prohibited.

N. J. MDAKANE
MUNICIPAL MANAGER
DATE: 23/02/2021
MN: 21/2021