



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	TEAM LEADER: PARKS & GARDENS
Business Unit	COMMUNITY SERVICES & PUBLIC AMENITIES
Reference	KZ292CMSPG 009
Task Grade	4
Salary	R109 947.48 – R138 671.88 p.a.)
Notice Number	MN 49/2022
Requirements	Gr.12 and 2 years relevant working experience in the field of Parks and Gardens in a Municipal environment
Duties	Undertakes activities associated with the supervision of personnel during daily activities of maintaining parks, open public spaces and sporting facilities using hand held tools and machines to cut, trim and shape verges, lawns flower beds and overgrown shrubs and general facility maintenance in accordance with laid down instructions supporting acceptable standards of service delivery.
Post title	3x SMALL PLANT OPERATOR
Business Unit	COMMUNITY SERVICES & PUBLIC AMENITIES
Reference	KZ292CMSPG 010
Task Grade	4
Salary	R109 947.48 – R138 671.88 p.a.
Requirements	Gr.10 at an NQF level 2 and AgriSETA accredited chain saw operator certificate, Persons applying for the post must be able bodied, Physical fit, able to work in confide spaces and at heights. 2 years relevant experience with a chainsaw and pole pruner for tree felling and pruning. Required to work in all weather conditions, Shortlisted candidates shall be subjected to a practical skills assessment test
Duties	Use small plant and equipment such as rip saws, axes, chainsaws, pole pruners, ropes, tree climbing gear perform complex tree felling operations. Undertakes activities associated with clearing fallen trees,

	broken branches and wood vegetation from road ways, overhead lines, street verges, infrastructure and buildings. Undertakes activities associated with maintaining public open spaces, public facilities using hand held tools and machines to maintain, cut, remove, trim and shape trees, verges, lawns, overgrown shrubs and facilities in accordance with laid down instructions.
Post title	SENIOR CLERK: RECORDS
Business Unit	CORPORATE SERVICES
Reference	KZ292CSAR 002
Task Grade	6
Salary	R141 992.88 – R184 334.52 p.a.
Requirements	A Gr.10/Std 8 + Computer literate (MS Word & Excel) & 1 year administrative experience in a municipal environment. Preference will be given to applicants with a Gr.12/ matric and a valid Code B/08 driver's license.
Duties	Control registration, recording, safekeeping, retrieval and circulation of documents and correspondences in accordance with laid down procedures by: Register and recording of incoming/outgoing mail by receiving incoming outgoing mail electronically & manually and commences with recording sequence in registers, inserting dates, details of addressee, etc. (by scanning into computer). Inserting acknowledgement of receipt on incoming mail, stamping and reflecting circulation details. Attending to the preparation of outgoing mail, determining postage applicable referring to official postage tariff guides and or detailing any special requirements with respect to priority mail etc. Maintaining and updating copies of legislative Acts, by-laws and standing orders. Monitoring adherence to procedural requirements related to the accessing and issuing of documents files and or coordinating sequences to facilitate document/ file retrieval from users. Seeking approval and executing sequences to facilitate the archiving and disposal of aged/ obsolete records. Transmitting facsimile copies to specific destinations and recording transmission details confirming receipt, time and date of execution. Photocopying original documentation as per requests received from personnel.
Notes to applicants	THE ABOVE POST IS A RE-ADVERTISEMENT & THOSE WHO PREVIOUSLY APPLY MUST RE- APPLY.

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, 34 Chief Albert Luthuli Street, **OK MALL BUILDING KwaDukuza**) For enquiries Please call **032 437 5142/ 5153**
2. The Closing date and time is Monday **11 April 2022 at 12H00. No hand delivered 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.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 confirmed 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 Councillors in form of gifts is prohibited.

**N. J. MDAKANE
ACTING MUNICIPAL MANAGER
DATE: 29/03/2022**