



PUBLIC NOTICEBOARD ADVERTISEMENTS

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 (KZN.) 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	GENERAL ASSISTANT: LIBRARY
Business Unit	COMMUNITY SERVICES & PUBLIC AMENITIES
Reference	KZ292CMSL 006
Notice Number	MN152 /2022
Task Grade	T3
Salary	(R112 634.04 – R132 965.16 p.a.)
Requirements	A Gr.10 at an NQF level 2 and 6 months relevant general cleaning experience.
Duties	Maintains the cleanliness of the designated areas by: Receiving verbal instructions from immediate superior on the work programme and or priorities related to specific departments and or communicating specific cleaning material requirements. Commencing with cleaning sequence mixing and using chemical detergents to remove stains dirt from painted or carpeted surfaces. Vacuuming carpeted floor, dusting and tidying desktops and furniture. Cleaning ablution facilities, mopping floors and wiping ceramic surfaces, replacing toilet rolls, towels etc. Washing utensils and setting up for groups using activities room and cleaning up afterwards as per instruction. Cleaning, dusting windows, window seals and burglar guards. Taking care if indoor plants and cleaning and maintaining library gardens. Taking delivering errands to the municipal offices. Attend to set up sequence, placing chairs/ tables, etc. in accordance with the agreed layout and or attending to the dismantling and removal of items on completion of the function.
Post Title	INTERN: WASTE MANAGEMENT
Stipend	R54 000 per annum

Requirements

Gr.12, B. Degree /National Diploma in Waste/ Environmental Management or any equivalent qualification.

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 Thursday 18 August **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.
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