



PUBLIC NOTICE BOARDS VACANCIES

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 (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.

FINANCE BUSINESS UNIT

KZ292FSE 009: SENIOR CLERK: EXPENDITURE (TASK GRADE 6: R129 121.08 – R167 624.40 p.a.)

Requirements: Gr.12 + a three year National Diploma in Accounting/ Financial Accounting at an NQF level 5/6 qualification, Computer literate MS Word & Excel, 2 years working experience within the creditors department. Knowledge of Financial Accounting system, vat & MFMA will be advantageous.

Duties: To ensure compliance with MFMA requirements to pay all suppliers of goods and services within 30 days and to ensure the accuracy & compliance in terms of regulations, obligations allocations and budget provisions as well as due authorization.

COMMUNITY SERVICES & PUBLIC AMENITIES BUSINESS UNIT

KZ292CMSPH 005: SUPERVISOR HALLS (TASK GRADE 7: R156 105.84 – R202 633.32 p.a.)

Requirements: Gr.12, Code B/08 driver's license & 2 years relevant experience.

Duties: Co-ordinates and controls activities associated with identifying maintenance requirements, guiding the function/ event set up and arrangements, allocating requirements and monitoring performance levels of internal personnel and external services providers, attending to implementation and execution specific administrative procedures and communicating and providing information to enquirers.

KZ292CMSPG 006: 2 X GENERAL WORKERS: PARKS & GARDENS (TASK GRADE 3: R97 639.32 – R115 263.84 p.a.)

Requirements: Std 6/Gr.8; Knowledge of isiZulu & English, 6-12 months experience in any general work; be physical fit and be able bodied.

Duties: Undertakes activities associated with maintaining cleanliness of parks, open public spaces & 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.

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 **WEDNESDAY, 18 MARCH 2020 at 15H00. 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 THEMUNICIPALITY'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
DATE: 04/03/2020
MN: 28/2020
