



## VACANCIES 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 (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.**

### **COMMUNITY SERVICES & PUBLIC AMENITIES BUSINESS UNIT**

**KZ292CMSPH014: SUPERINTENDENT: PUBLIC AMENITIES (TASK GRADE 12: R291 576.60 – R378 486.48 p.a.)**

**Requirements:** Gr. 12, National Diploma in Public administration/ Business Administration or equivalent qualification, Computer literate (MS Word & Excel), Code 08 driver's licence, A minimum of 3 years Supervisory experience in a Municipal Environment within Public Amenities Division.

**Skills & Knowledge:** communication; report writing skill, maintenance of public facilities and coastal management regulations.

**Duties:** Co-ordinates & controls the operational functions associated with the Beach Amenities and Halls that are designed to accomplish key service delivery objectives with respect to the maintenance of beaches and recreational facilities as well as the Halls and, to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in the Kwadukuza area.

### **FINANCE BUSINESS UNIT**

**KZ292FSR002: ADMINISTRATIVE OFFICER (REVENUE) (TASK GRADE 10: R209,203.56-R271,545.36)**

**Requirement:** National Diploma in Administration/Secretarial at NQF 6, Computer Literate (MS Word, Excel & Internet) and 18 – 24 months clerical and office administration experience plus experience in the administration of performance management systems.

**Duties:** To provide a full and efficient confidential/administrative service to the Director: Revenue and officials in the Revenue Department. Attends to the preparation of documents, correspondence and reports using MS Word, Excel and Power Point and, provide office support to enable accomplishment of specific requirements and/ or instructions. Compilation and submission of credible, accurate and complete information regarding the Performance Management System. Co-ordinating meetings and recording and distribution of minutes of meetings.

**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, number 34 OK Mall, Chief Albert Luthuli Street, KwaDukuza, Contact No. 032 437 5153/5142)
2. The Closing Date and time is **WEDNESDAY 26 JUNE 2019, 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 FOR STAFF BELOW SENIOR MANAGERS WHICH IS OBTAINABLE ON THE MUNICIPALITY'S WEBSITE ([www.kwadukuzamunicipality.gov.za](http://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 no to appoint. Canvassing to Councillor's in form of gifts is prohibited.

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**N. J. MDAKANE**  
**MUNICIPAL MANAGER**  
**DATE: 12/06/2019**  
**MN:135/2019**

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