



## VACANCY 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	COMMITTEE OFFICER
Business Unit	CORPORATE SERVICES
Notice No.	KZ292CSA 001
Reference	MN 251 /2022
Task Grade	T9
Salary	R228 277,92 - R296 308,44 per annum
Requirements	A Gr.12 + a National Diploma in Public Administration/ Office Management or equivalent qualification at an (NQF level 5/6). 12 -24 months Administration experience preferably in a local government environment, Computer literate ( MS Word & Excel), A valid Code B/08 driver's license will be advantageous.
Duties	Perform task associated with co-ordinating the logistical requirements for Council and committee meetings, Provides secretarial support through application of laid down meeting procedure, access and make available information relating to meetings, translate documents and perform related administrative sequences.

## PLEASE NOTE:

- 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, 34/36 Chief Albert Luthuli Street OK MALL BUILDING KwaDukuza) For enquiries Please call 032 437 5142/ 5153.
- The Closing date and time is **WEDNESDAY, 21 DECEMBER 2022 at 12H00. No applications will be accepted after the closing date and time.**
- Please **DO NOT** fax or e-mail applications. Please also **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.kwadukuza.gov.za](http://www.kwadukuza.gov.za))**
- 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.
- 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 any candidate to this post or to make required adjustments.
- Canvassing to Councilors/ Managers for preference on appointment is prohibited and may lead to disqualification of applicants.