



## 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.**

### CORPORATE SERVICES BUSINESS UNIT

**KZ292CSIT 003 : COMPUTER OPERATOR (TASK GRADE 8: R186 741.36 – R242 410.80 p.a.)**

**Requirements:** A Gr.12 at an NQF level 4; Computer literate (MS Word, Excel, Internet) Certificate in records & archive management; Code B/08 driver's license; 3 – 5 years relevant administrative experience.

**Knowledge & Skills:** Knowledge of relevant Local Government Legislations, Local Government Financial Management Processes, Extensive working knowledge & experience in Munsoft system.

**Duties:** Performs activities associated with capturing & authorizing transactions on the system, by Maintaining & updating consumer records regarding electricity meters and rates to ensure that the consumer will receive an accurate statement at the end of the month. Maintaining of sundry debtors records to ensure that the debtors will receive an accurate at the end of the month. Processing of timesheets to ensure that labor/material costing to be charged out against the operating/capital budget. Processing of income and expenditure journals to enable the HOD to manage their departmental votes/budgets. Processing of documents for payments by cheque and on-line transactions. Create and change project numbers for costing purposes. Create and

change vote numbers and tariffs. To ensure that there is a proper paper trail for all transaction taking place with the department. Conduct financial year end procedures to close the financial system for the current year, printing of relating to year end. Executing the copy live to test on Munsoft for test billings. Generating month ends - consumer, sundry debtors, creditors, stores, cash book & general ledger. Importing direct payments on Munsoft. Performs electronic transfers by creating files & transfer to banking for consumer debit order payment purposes. Creating profiles for new users on the bank to enable them to authorize payments. Downloading files for employee & import to excel. Updating cashbook transaction to the general ledger. Setting up new system user by providing user with passwords & menu options. Uploading draft & new budget on Munsoft. Downloading valuation rolls for consumers into CD for purchases. Conducting fault finding by liaising with staff & support consultants regarding issues on the municipal financial system. Assistant IT technicians when necessary to ensure user to able access system using correct settings & credentials.

**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, 20 OCTOBER 2021 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 THEMUNICIPALITY'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 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.

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**N. J. MDAKANE**  
**MUNICIPAL MANAGER**  
**DATE: 27/08/2021**  
**MN: 178/2021**

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