



VACANCIES NOTICE

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 NOTICE NUMBER 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 13 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.

Notice Number	MN 22/2025
Post Title	GENERAL ASSISTANTS (13 POSTS)
Task Grade	TASK GRADE 03 (R 124 058,52 – R 146 451,84)
Sections/Units	Parks & Gardens ,Motor Licensing & Testing, Roads & Storm Water, Building Maintenance, Office Attendant, Electrical, Mechanical, Halls ,Cemetery, Library
Relevant post identification numbers	KZ292CMPSPG006, KZ292CSSLA011, KZ292CECE0012, KZ292CEB007, KZ292EES 004, KZ292EES0019, KZ292EESW006, KZ292CMSL 006, KZ292CSMC 008, KZ292CMSL 006, KZ292CECE012, KZ292CEB007, KZ292CEHS006, KZ292EESW012, KZ292EESW006, KZ292EES015, KZ292EES022, KZ292EES021, KZ292EES15, KZ292EE03, KZ292EEOD012, KZ292EEOD014, KZ292EED018, KZ292EEOR011, KZ292EER08, KZ292EEPF016, KZ292EEORO17, KZ292EEPF014, KZ292EEPF018, KZ292EEPF17, KZ292EED018, KZ292EEOR015, KZ292EEOR017, KZ292EEPF011, KZ292EEPF2013, KZ292CMSPG 011, KZ292CMSPG 006, KZ292CMSPG 004.
Requirements	Abet level 1, must be physically fit and able bodied, 6 months related general worker experience.
Duties	<u>SUMMARY OF DUTIES</u> Provision of general worker duties in one of the following areas; Parks & Gardens ,Motor Licensing & Testing, Roads & Storm Water, Building Maintenance, Office Attendant, Electrical, Mechanical, Halls ,Cemetery, Library
Selection and condition	Please note that applicants will undergo KDM recruitment process including interviews, testing and vetting. Further note that allocation to the above sections will be done according to the procedure developed and approved by the selection panel.

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 box of applications for employment provided at, 34 Chief Albert Luthuli Street **OK MALL BUILDING** KwaDukuza) For enquiries Please call **032 437 5142/ 5150**.
2. The Closing date and time is **WEDNESDAY – 12 MARCH 2025 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. **APPLICANTS MUST NOTE THAT THERE WILL BE A COMBINE SELECTION PROCESS FOR ALL POSITIONS INCLUDING SHORTLISTING, ASSESSMENT AND INTERVIEW AND APPLICANTS WILL BE ALLOCATED POST POSTS USING A CRITERIA APPROVED BY THE MUNICIPALITY.**
5. 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.
6. 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.
7. Council reserves the right not to appoint any candidate to this post or to make required adjustments.
8. Canvassing to Councilors/ Managers for preference on appointment is prohibited and may lead to disqualification of applicants.