



VACANCIES

The KwaDukuza Municipality situated on the KwaZulu Natal North Coast, seeks to fill the following positions and accordingly invites applications from suitably qualified and experienced applicants for appointment to the position 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.

Applicants for posts affected by the National Treasury Minimum Competency Regulations, 2007 will be required to obtain those competencies within 18 months from the date of commencement.

OFFICE OF THE MUNICIPAL MANAGER'S BUSINESS UNIT:

KZ292MMRE001: DIRECTOR: SPECIAL PROJECTS: (TASK GRADE 19: R812 489.64- R 1,054, 671.24 p.a) +Locomotion allowance plus cell phone allowance.

Requirements: A Gr.12 and a B. Degree in Development studies/ Human & Social Sciences/ Town & Regional Planning at an NQF level 7; 3-5 years' management experience preferable in local government ; Code B/08 driver's license, and Computer literate (MS Word & Excel). Experience in packaging, developing, coordinating and managing implementation of strategic special /catalytic projects will be advantageous.

Duties: Provide project management, strategic planning, and implementation of strategic special /catalytic socio-economic development projects and other assigned responsibilities by the Municipal Manager and Chief Operations Officer; Direct and support implementation of special/ catalytic project as prioritized by the Council and Municipal Manager from time to time, in line with the adopted Integrated Development Plan of Council; Ensure cross-organizational collaboration, shared vision and joint action when leading teams assembled by council to implement special projects; Provide support to the Municipal Manager and other executive directors in developing and implementing resource mobilization strategies/plans, which are both financial and in-kind targeting various government departments, international donor community, development finance institutions and private sector; Responsible for identifying, assessing and developing of

the special /catalytic projects concepts notes that will be used to initiate feasibility studies and business plans for implementation; Strengthen the monitoring and support provided by the Office of the Municipal Manager in ensuring efficient and effective service delivery through developing of various tools and systems; Provide on-going support to the Economic Development and Planning Business Unit in carrying out its mandate of unlocking economic catalytic projects and private sector in council owned land; Oversee and manage the research, policy development and advisory services on innovative service delivery mechanism in fulfillment of council vision; Facilitate and manage various strategic relationships with key government agencies /departments, social partners and any other strategic organization who shared the vision of KwaDukuza; Lead, manage and implement all special projects delegated to him or her by the Municipal Manager or Council, within budget and required timeframe.

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, OK MALL BUILDING, 34 Chief Albert Luthuli Street, KwaDukuza).**
2. For enquiries please contact **032 437 5153**
3. The Closing date and time is **03 May 2021 at 12H00.**No hand delivered applications will be accepted after the closing date and time.
4. 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.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: 13/04/2021
MN: 60 /2021

Publication:
Provincial Paper: Ilanga
All Municipal Notice Boards AND Council Website
YAC