

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 (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 the selection criteria.

Business Unit	COMMUNITY SERVICES AND PUBLIC AMENITIES
Post Title	MANAGER: CEMETERIES & CREMETORIA
Notice No.	MN: 259/2022
Reference	KZ292CMSC 002
Task Grade	T15
Salary	R523 516,44 - R679 558,56 per annum + Locomotion and Cell-phone allowances in terms of Council policy.
Minimum Competency requirements	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.
Requirements	Gr.12, Plus An NQF level 6 National Diploma in Environmental Management/ Horticulture/ Public Management, Code B/08 driver's license & Computer literate (MS Word & Excel). A minimum of three (3) years Supervisory/ Management Experience in working with Cemeteries and Crematoria and/ or Environmental Management within the Local Government. Experience with Sector Compliance Audits for the crematoria within the local government.
Duties	Manage the services of the cemeteries and the crematoria in line with the KwaDukuza Municipality objectives by developing and implementing policies, processes, procedures and systems to provide burial space, maintain all cemeteries and facilitate all burials and cremations and to provide customer service in support of strategic goals of KwaDukuza Municipality. Knowledge & skills: KwaDukuza's cemetery by-laws, Cemetery's Act, Knowledge and application of relevant legal and regulatory frameworks governing Cemeteries and Cremetoria, Knowledge and application of SHEQ standards and requirements, Communication, Report Writing skills, Computer literate etc. The individual must display the following attributes: calm, honest, reliable etc.
Post	MANAGER: RECREATIONAL AMENITIES, BEACH AMENITIES AND POOLS
Task Grade	T15
Reference No.	KZ292CMSPH 001
Salary	R523 516, 44 - R679 558, 56 per annum + Locomotion and Cell-phone allowances in terms of Council policy.
Requirements	Gr.12, Plus a National Diploma in Horticulture/Environmental Management/ Public Management at an NQF level 6, Code B/08 driver's license, Computer literate (MS Word & Excel). A Minimum of three (3) years Supervisory/ Management Experience in Beach Amenities and/or Coastal Management within the Local Government.
Duties	To manage the services of the Beach Amenities and Swimming Pools in line with the KwaDukuza Municipality objectives by developing and implementing policies, processes, procedures and systems to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in the KwaDukuza area. To ensure the Municipality complies with the coastal management regulations, attain and keep the prestigious status of the municipal beach amenities. Knowledge & skills: Maintain beach amenities and coastal management regulations, Communication, Report Writing, Computer literate skills etc. The individual must display the following attributes: calm, honesty, reliable etc.

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 Chief Albert Luthuli Street **OK MALL BUILDING** KwaDukuza) For enquiries Please call **032 437 5142/ 5153**.
- The Closing date and time is **Thursday, 22 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 **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)
- 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.