



VACANCIES

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.

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

CORPORATE SERVICES BUSINESS UNIT

KZ292CSHRA001: MANAGER: HUMAN RESOURCES ADMINISTRATION (TASK GRADE 15: R499 062.36 – R647 815.56 p.a. Plus Locomotion and cell- phone allowance in terms of Council's policy.

Requirements: A Gr.12 at an NQF level 4, National Diploma. in Human Resources Management or equivalent 3 year NQF 6 qualification; Computer literacy (MS Word & Excel); Code B driver's license; 3 years of experience in Human Resources Management at a supervisory level.

Duties: Manages specific Human Resources key performance areas associated with Labour Relations, Recruitment & Selection, Job evaluation, Benefits and Systems & Remuneration through comprehending and understanding organizational and legislative procedures related to the functionality while controlling critical human resources interventions, applications and outcomes. Providing advice on the mission critical initiatives with respect to Human Capital Management aimed at supporting the accomplishment of objectives.

COMMUNITY SAFETY BUSINESS UNIT

KZ292CSST 001 : MANAGER TRAFFIC (TASK GRADE 15: R R499 062.36 – R647 815.56 p.a. Plus Locomotion and cell- phone allowance in terms of Council's policy.

Requirements: A Gr.12, National Diploma in Public Administration/Traffic/Municipal Policing or equivalent 3 year qualification at an NQF level 6, Traffic Officer's diploma & Registered as such, Clearance for Peace Officer status, Code EC driver's license & Computer literate (MS Word & Excel). Any other Diplomas relating to traffic will be an added

advantage. 5 years relevant experience within a Traffic/Policing environment of which 3 years must be at a management level

Knowledge & skills: Municipal By-laws, Road Traffic Act, Criminal Procedure Act & Administration, MFMA, Municipal Systems Act, Administration Adjudication of Roads Traffic Offences (AARTO).

Duties: Manages the implementation, monitoring, evaluation & reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objectives with respect to Traffic & Protection & Law Enforcement Services. Management through the co-ordination of operations associated with Municipal/Provincial/ National Law Enforcement laws & Statutory requirements & provision of an effective administration services on order to ensure a prompt and efficient execution of sequences and applications.

ELECTRICAL ENGINEERING SERVICES BUSINESS UNIT:

KDMEE04: 1x MANAGER: ELECTRICAL (NORTH AND SOUTH): TASK GRADE 15: R 499 062.36 – R 647 815.56 p.a. + Locomotion Allowance and Cell-phone Allowance in terms of council's policy)

Requirements: National Diploma at NQF Level 6 in the Electrical Engineering; Medium Voltage Switching Certificate; 5 years' medium and High voltage (11/33kV) experience of which 2-3 years must be within Local Government Environment or power utility company. Computer literate (MS Word/Excel) and a valid Code B Driver's licence. Skills: Assertiveness, Communication Skills and Negotiation Skills. Knowledge: Knowledge of relevant Legislation, Local Government Processes. Knowledge of OHS Act 85 of 1993 – SANS 10142 – NRS 047 & 048.

Duties: Co-ordinates and controls the operations of the electrical department, inclusive of monitoring an implementing procedures, establishing resource requirements, planning and scheduling maintenance programmes and evaluating outcomes, monitoring and attending to deviations in productivity and performance and attending to specific administrative and information reporting requirements and process.

K292EESMW002: SENIOR MANAGER (NETWORK PLANNING AND FLEET): (TASK GRADE 16: R 561 898.80 – R 729 391.56 per annum + Locomotion Allowance and Cell-phone Allowance in terms of council's policy)

Requirements: B Tech Degree at NQF Level 7 in the Electrical Engineering (Heavy Current): Must have 5 years' High Voltage(11/33kV) or above working experience within Local Government or power utility company; Registration with Engineering Council of South Africa (ECSA) as a Professional Engineer; Computer Literate (MS Word/Excel) and a valid Code B driver's licence. Skills: Assertiveness, Communication Skills and Negotiation Skills. Knowledge: Knowledge of relevant Legislation, Local Government Processes. Knowledge of OHS Act 85 of 1993 – SANS 10142 – NRS 047 & 048.

Duties:

- Plan, organize and coordinate the network development, customer electricity service connections and fleet management activities.
- Lead the planning teams that are responsible for the strategic planning of the electricity network required to meet security of supply requirements, growth, and other changing needs of the network through detailed load forecasting and network configuration studies.

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 **WEDNESDAY, 08 DECEMBER 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.kwadukuza.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 Councillors in form of gifts is prohibited.

N. J. MDAKANE
MUNICIPAL MANAGER
DATE: 25/11/2021
MN: 204/2021
