



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

KZ292CSAR 002: SENIOR CLERK: RECORDS (TASK GRADE 6: R137 191.20 – R178 101.00 p.a.)

Requirement: A Gr.10/Std 8 + Computer literate (MS Word & Excel) & 1 year administrative experience in a municipal environment. Preference will be given to applicants with a Gr.12/ matric and a valid Code B/08 driver's license.

Duties: Control registration, recording, safekeeping, retrieval and circulation of documents and correspondences in accordance with laid down procedures by: Register and recording of incoming/outgoing mail by receiving incoming outgoing mail electronically & manually and commences with recording sequence in registers, inserting dates, details of addressee, etc. (by scanning into computer). Inserting acknowledgement of receipt on incoming mail, stamping and reflecting circulation details. Attending to the preparation of outgoing mail, determining postage applicable referring to official postage tariff guides and or detailing any special requirements with respect to priority mail etc. Maintaining and updating copies of legislative Acts, by-laws and standing orders. Monitoring adherence to procedural requirements related to the accessing and issuing of documents files and or coordinating sequences to facilitate document/ file retrieval from users. Seeking approval and executing sequences to facilitate the archiving and disposal of aged/ obsolete records. Transmitting facsimile copies to specific destinations and recording transmission details confirming receipt, time and date of execution. Photocopying original documentation as per requests received from personnel.

KZ292CMSC 004: SUPERVISOR: CEMETERY (TASK GRADE 6: R137,191. 20 – R178,101.00 p.a.)

Requirements: Gr.12, Code B/08 driver's license & 2 years working experience in cemetery & understanding of grave digging.

Duties: To prepare specific sites/supervise general workers prior to and commencing during grave digging activities. Communicate work sequence to general workers, Making of grave numbers to ensure that grave numbers are allocated to the right grave. Supervise/monitor the setting up of personnel and tools required for the day's activities. Identify, measure marking the area and supervise proceeding with excavation. Maintain daily records of onsite personnel and site burial register for the facilitation of information.

PLEASE NOTE THAT THE ABOVE POST IS A READVERTISEMENT & THOSE WHO PREVIOUSLY APPLY MUST RE-APPLY.

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 **MONDAY, 30 AUGUST 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)

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.

N. J. MDAKANE
MUNICIPAL MANAGER

DATE: 17/08/2021

MN: 136 /2021
