



PUBLIC NOTICE BOARD VACANCIES

ADVERTISEMENTS

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.

COMMUNITY SERVICES & PUBLIC AMENITIES BUSINESS UNIT:

KZ292CMSPG 010: SMALL PLANT OPERATOR/ CHAINSAW (TASK GRADE 4: R106 229.40 – R139 982.52

Requirements: Gr.10 at an NQF level 2 and AgriSETA accredited chain saw operator certificate; Persons applying for the post must be able bodied, Physical fit, able to work in confide spaces and at heights. 2 years' relevant experience with a chainsaw and pole pruner for tree felling and pruning. Required to work in all weather conditions, shortlisted candidates shall be subjected to a practical skills assessment test.

Duties: Using small plant and equipment such as rip saws, axes, chainsaws, pole pruners, ropes, tree climbing gear perform complex tree felling operations. Undertakes activities associated with clearing fallen trees, broken branches and wood vegetation from road ways, overhead lines, street verges, infrastructure and buildings. Undertake activities associated with maintaining public open spaces, public facilities using hand held tools and machines to maintain, cut, remove, trim and shape trees, verges, lawns, overgrown shrubs and facilities in accordance with laid down instructions.

CORPORATE SERVICES BUSINESS UNIT

KZ2929CSAS 005: DRIVER/ MESSENGER (TASK GRADE 4: R106 229.40 –R 133 982.52 p.a.)

Requirements: Standard 7/ Gr.9, Be physical fit, A valid Code B/08 driver's license, 2-3 years of experience in similar position.

Duties: Undertakes tasks/ activities associated with collection and distribution of mail and other related correspondences/ documents and items to from internal department and external sources in order to ensure laid down instructions are complied with deadlines/ priorities attended to.

KZN292CSHRA008: ADMINISTRATION CLERK (FILLING): (TASK GRADE 6: R137 191.20 – R178 101.00 p.a.)

Requirements: A Gr.12 at an NQF level 4, Computer literate MS Word & Excel, 12-18 months Administration experience (Preferably in a Local Government).

Duties: Controls the receipting, safekeeping and circulation of documentation and specific financial records and attends to general office support/ clerical activities applying laid down procedures and complying with specific requirements and instructions within the Human Resources Department.

FINANCE BUSINESS UNIT

KZ292FSRR 006: RATES CLERK (TASK GRADE 6: R137 191.20 – R178 101.00 p.a.)

Requirements: Gr.12 at an NQF level 4 with a pass in Mathematics & Accounting; Computer literate (MS Word & Excel); 12-24 months relevant clerical experience /office administration and or general accounting experience.

Duties: Responsible for the issuing of rates clearance certificates and updating of records on registration of transfers as well as ensuring correctness of information and billing on rates accounts. Calculation and posting of revenue data to specific accounts, Issuing of Municipal Clearance certificate and attending to general rates enquiries. Performing general duties for rates administration by issuing of valuation certificate after the payment of a prescribed fees, Verifying the accuracy of the information from valuation roll with financial system. Attending to deeds transfers administration by processing account adjustment, attending to ACB deletions, Ascertaining whether opening of a new account is warranted and sending correspondences advising new owner of activated account and amount due.

KZ292FSRB 009: SENIOR CLERK: BILLING (TASK GRADE 6: R137 191.20 – R178 101.00 p.a.)

Requirements: A Gr.12 at an NQF level 4, with a pass in Mathematics & Accounting, 2-3 years relevant clerical/ office administration and general accounting experience, Computer literate (MS Word & Excel).

Duties: Performs specific administration activities associated with application and termination of services in accordance with laid down procedures and instructions. Performs specific administration functions associated with disconnections and reconnections of services due to non-payment of accounts. Performs specific associated with the raising disconnection/reconnection and tampering fee.

KZN292FSRC 010: RELIEF CLERK (CREDIT CONTROL) (TASK GRADE 6: R137 191.20 – R178 101.00 p.a.)

Requirements: Gr.12 with a pass in Mathematics and Accounting, Computer literate (MS Word & Excel), 12- 24 months relevant receipting/ clerical/ office administration and general accounting experience. Experience in handling of account enquiries, dealing with public and knowledge of local government would be added advantageous.

Duties: Receipt of cash, cheques, postal orders for payment of accounts. Issue receipts for sales of prepaid electricity. Reconcile cash received against receipts. Receipting of traffic fines, sundry payments and maintain documentation and records. Attend to written and verbal consumer enquiries. Perform specific administration activities associated with application and termination of services in accordance with laid down procedures and instructions. Perform other duties executed by enquiries clerk, cashier and credit control clerk as and when required.

ELECTRICAL ENGINEERING SERVICE BUSINESS UNIT

KZ292 EESMW007: ARTISAN ASSISTANT: TASK GRADE 5: R 116 801.64 – R 150 850.68 per annum

Requirements: An appropriate level of Secondary education at an (NQF level 2); Code EB driving licence; 12-18 Months relevant Mechanical experience, Certificate in basic First Aid to be completed within a specific period from date of appointment.

Duties: Performs specific Mechanical activities supporting the immediate superior during the maintenance and repair of Municipal Fleet, Perform standby duties as and when necessary as per the standby roster.

KZ292 EES0015: PRINCIPAL CLERK (ELECTRICAL OPERATIONS-NORTH): TASK GRADE 7: R 165 862.44 - R 215 298.00 per annum

Requirements: A Grade 12' Computer Literacy (MS Word, Windows, Excel); Relevant 2 years Clerical experience.

Duties: Capture and process electrical network interruptions(Pragma/Onkey System) or similar system; Capture and process electrical network maintenance; Manual capturing and processing of electrical network interruptions and maintenance ;Liaise with Electrical contractors regarding new service connection & process; Requisitions for material by using

the Munsoft finance system or similar system; Direct liaison with the public regarding their concern's and complains; Liaise with procurement/SCM department, regarding the processing of requisition for outside material purchases; Assist the electrical department with the quarterly score card and POE files; Daily general clerical administration work.

KZ292EPCS004: PRINCIPAL CLERK (PLANNING AND CUSTOMER SERVICES-NORTH): TASK GRADE 7: R 165 862.44 - R 215 298.00 per annum

Requirements: A Grade 12' Computer Literacy (MS Word, Windows, Excel); Relevant 2 years Clerical experience.

Duties: To assist the planning and customer services section to manage and control issues, relating to Budget, Expenditure, Performance reporting, Monthly reporting, Electricity and customer complains etc.

KZ292EES0013: GENERAL ASSISTANT -TASK GRADE 3: R 103 741.80 -R 122 467.80 p. a.

Requirements: Abet level 3, be physical fit and able bodied; 1 to 2 years general work experience.

Duties: Perform Labouring activities associated with providing support during electrical installation, repair and maintenance sequences by using hand held tools to excavate defined areas, laying of cables and lines, erection of poles and support structures and, cleaning or clearing obstructions and overgrown vegetation interfering with overhead lines and/or at sites/ locating housing electrical distribution systems.

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, 34 Chief Albert Luthuli Street, **OK MALL BUILDING** KwaDukuza.
2. The closing date and time is **05 February 2021 at 14H00. No Applications** will be accepted after the closing date and time.
3. Please **DO NOT** fax or e-mail applications. **Please DO NOT submit applications on Z83 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 off the closing date may consider their applications unsuccessful. Council reserves the right no to appoint. Canvasing to Councillor's in form of gifts is prohibited.

N. J. MDAKANE
MUNICIPAL MANAGER
DATE: 14/01/2021
MN: 4/2021