



# PUBLIC NOTICE BOARDS 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.**

### FINANCE BUSINESS UNIT

**KZ292FSRC010: PRINCIPAL CLERK: REVENUE (TASK GRADE 7: R156 105.84 – R202 633.32 p.a.)**

**Requirements:** Gr.12 at an NQF level 4, studying towards a Degree/ Diploma in the Accounting field; Computer literate (MS Word & Excel) 2 years of experience in Local Government.

**Duties:** Performs duties/ tasks associated with application of Accounting procedures and billing information; updating and maintaining of valuation roll; updating ownership details from deeds returns; coordinating specific administrative and financial sequences associated with rates section; update records to ensure compliance with the legislation; Attend to queries relating to calculation of rates and providing explanations to clients.

**KZ292FSRB008: CONTROLLER: BILLING & METERS (TASK GRADE 10: R222 801.84 –R289 195.80 P.A)**

**Requirements:** A Grade 12 certificate with pass in Accounting & Mathematics, Studying towards a N. Diploma or a Degree in the Accounting field, Computer literate (MS Word & Excel), 3 – 4 years relevant experience in Local Government.

**Duties:** Perform specific administration and accounting functions associated with controlling and recording of conventional/ pre-payment meters in accordance with laid down procedure and instructions to enable the customer to purchase consumer power. Recording the demand based component fees in a register and balancing of the vote in respect of new installations. Performs specific clerical accounting functions with regards to the levying of electricity.

**KZ292FSRB011: PRE-PAID CLERK (TASK GRADE 6: R129 121.08 – R167 624.40 P.A)**

**Requirements:** A Grade 12 with pass in Mathematics & Accounting, Computer literate (MS Word & Excel), 12 months experience in Local Government.

**Duties:** Performs specific clerical / administration functions associated with pre-payment meters in accordance with laid down procedures and instructions enabling the customer to purchase electricity. Attending to issue of new tokens, damaged tokens, replacement tokens, meter change outs & consumer applications/ terminations. Performs specific administration functions associated with customer queries.

**KZ292FSRC009: SENIOR CLERK: REVENUE (TASK GRADE 6: R129 121.08 – R167 624.40 P.A.)**

**Requirements:** A Grade 12 with pass in Mathematics & Accounting, Computer literate (MS Word & Excel), 12 months experience in a credit control environment.

**Duties:** Performs specific administration, clerical and accounting functions associated with the identification of overdue accounts. To enable and identify outstanding debts; Scrutinize the age analysis for outstanding debts older than 60 days; Identify accounts older than 60 days to issue final demands; Identify payments made; Monitor outstanding debt; Scrutinize accounts for arrears; investigate the correctness of the address; Liaise with customers to ensure customer satisfaction; Attends to specific procedures with respect to reconciling cashier takings etc...

**COMMUNITY SAFETY BUSINESS UNIT**

**KZN292CSSDM005: SENIOR LIFE GUARD (MARINE SAFETY) (TASK GRADE 7: R156 105.84 – R202 633.32 p.a.)**

**Requirements:** Grade 11, Lifeguard Award, Lifeguard Skippers Certificate (IRB/ Jet Ski), Valid Law Enforcement qualification (Peace Officer), First Aid Certificate, Code B/08 drivers license & 3 years' experience in life saving.

**Duties:** Co-ordinates & controls the operations of the beach through the application of laid down procedures with respect to the monitoring and checking personnel performance & functionality. Evaluation of personnel resource capabilities & efficiencies & execution of

maintenance & repair interventions in order to ensure optimum functionality levels are maintained and downtime and disruptions to services minimized through the introduction and execution of appropriate corrective measures.

**KZN292CSSLA 010: 2X SENIOR CLERK (TASK GRADE 6: R129 121.08 – R167 624.40 p.a.)**

**Requirements:** A Gr.12 at an NQF level 4; Grade F Examiner Certificate (Registered as such) **would be an added advantage**; Computer literate (MS Word & Excel) No Criminal record; 1 year Municipal Administration experience. **Successful candidate will be required to obtain the required competency Grade F examiner certificate.**

**Duties:** Performs tasks/activities associated with testing and motor licensing for the capturing of information onto eNATIS system, receive and receipt of payments, Provide information and explanation on the issuing of drivers licenses, renewals and applications, registration and licensing of new and used, built up, stolen and recovered.

**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**
2. The Closing date and time is **MONDAY, 23 SEPTEMBER 2019 at 14H00. 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.kwadukuza.gov.za](http://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 Councilors in form of gifts is prohibited.

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**N. J. MDAKANE**  
**MUNICIPAL MANAGER**  
**DATE: 10/09/2019**  
**MN: 202/2019**

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