



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.

CIVIL ENGINEERING SERVICES AND HUMAN SETTLEMENT BUSINESS UNIT

**KZ292CECE011: 1X HANDYMAN/ LADY (BUILDING) (TASK GRADE 6: R113
308.83 – R147 097.04 p. a)**

Requirements: An appropriate level of Secondary education at /Abet level 4 and 2 years relevant experience.

Knowledge & Skills: Knowledge in work related to general building maintenance tasks especially plumbing, carpentry, bricklaying, painting, be able to take/give instructions, decisive (make quick decisions), resourceful (be able to think on your feet)

Duties: Repairs defect and/or renovates interior /exterior building surface and surrounding, by interacting and comprehending repair requirements detailed on approved works orders, communicating material and tools requirements to support personnel and monitoring the loading sequence, driving to worksite and attending to specific sequence preparatory requirements, communicating with support personnel on specific sequences /applications with respect to removal of defective fittings, paint, sealing of cracks, ect. And/or tools /materials to be used., executing specific applications to concrete surfaces (plaster/paint)and or cutting to size and replacing damaged fixtures (fascia boards, door and window frames,ect),removing and replacing fixtures(locks,handles,taps) and tests functionality, replacing broken panes, tiles, paving on walkways .ect measuring ,cutting to size replacing

and applying fishes to replacement, Erecting partitions or buildings screen walls ,referring to predetermined markings and/or instruction, preparing area and laying bricks using hand held tools to apply mortar/cement and check heights, Checking applications/areas completed and or seeks confirmation from the immediate superior on specific fishing sequence, Communicating with support personnel on site cleaning requirement and, removal and loading of materials and tools, Completes internal transactional documentation(e.g. time sheets, Job Cards ect.).

**KZ292CEB0061X HANDYMAN/LADY (ROADS & STORM-WATER) -(TASK
GRADE 6: R113 308.83 –R147 097.04 p. a)**

Requirements: An appropriate level of Secondary education at /Abet level 4 and 2 years relevant experience.

Duties: Performs activities associated with providing support during work to roads & Storm-water and drainage systems using hand held tools to excavate defined arears, laying of materials and reinforcement products (concrete blocks), cleaning and clearing blockages and removing debris from drainage systems and utilizing lettering and markings guides to paint traffic flow signals and lines on new or reconstructed road surfaces.

**KZ292CEPMI0012: 1X GENERAL WORKER- CIVIL ENGINEERING & HUMAN
SETTLEMENT (ROADS & STORMWATER): TASK GRADE 3: R85 256.09-R100
645.35 p. a)**

Requirements: Abet level 3; 6 month's general working experience. Be physical fit and able bodied.

Duties: Undertakes specific activities associated with the maintaining the cleanliness of the Department and surrounds and attend to organization of the halls for events /functions in accordance with instructions in order to ensure an acceptable standard of service is made available.

**APPLICATIONS FOR THE ABOVE POST ARE EXPECTED FROM WARDS 2 AND
5 RESIDENTS**

**KZ292CECE008: GRADER OPERATOR (ROADS & STORMWATER): (TASK
GRADE 6: R113 308.83 – R147 097.04 p. a)**

Requirements: Matric; Code EC driving license with PDP; one (1) year experience as grader operator.

Duties: Performs tasks/ activities associated with the transportation of material/ equipment and personnel to/ from work sites and operation of heavy vehicle during road maintenance activities and installation lines and erecting manholes.

ELECTRICAL ENGINEERING SERVICES BUSINESS UNIT

KZ292EES019: 4X GENERAL ASSISTANTS (ELECTRICAL): TASK GRADE 3: R85 256.09-R 100 645.35 p. a)

Requirements: An acceptable level of Secondary education at NQF level 2; 6 months general working experience. Be physically fit and able bodied.

Duties: Performs tasks associated with supporting supervisor in fixing cables during minor and major installations, maintenance and repair work, attend to site preparations, laying cables and replacing components.

APPLICATIONS FOR THE ABOVE POSTS ARE EXPECTED FROM WARD 5, 8, 9 AND 25

COMMUNITY SERVICES & PUBLIC AMENITIES BUSINESS UNIT

KZ292CMSPG013: TRACTOR DRIVER (TLB DRIVER): (TASK GRADE 5: R95 988.82 – R124 590.50 p.a.)

Requirements: Gr.12, Code C1/10 + PDP; Relevant 6 months working experience; Municipal experience would be an added advantage. Preference will be given to candidates with TLB Operator certificate.

Required to work in all weather conditions, and outside normal working hours during emergencies and planned overtime.

Duties: provides tasks/ activities with the operation of heavy vehicle and the transportation of material to from work sites during operations maintenance activities; Completes internal transactional documentation (e.g. daily activity sheets, log sheets, progress report etc.) and related forms.

KZ292CMSPG005: 2X SUPERVISOR DRIVER (TASK GRADE 7: R136 988.97 – R177 818.77 p.a.)

Requirements: Gr.8/Standard 6, with Code C/EC driver's license with valid PRDP (PDP); 6-12 months relevant driving & supervising experience. Successful applicants will be subjected to a driving test.

Duties: Performs tasks/ activities associated with the collection and disposal of waste using heavy vehicles, receiving instructions and or communicate with immediate superior to establish details of tasks (vehicle, tools, material & personnel). Inspecting safety devices controls, lubricant levels, etc. on vehicles and reporting defects. Attending to queries from personnel & public complaints with regards to specific waste items, driving to waste disposal sites and commencing with the discharging sequences. Required to work in all weather conditions; Required to work outside normal working hours during emergencies and overtime.

CORPORATE SERVICES BUSINESS UNIT

KZ292CSA008: MESSENGER (TASK GRADE 5: R95 988.82 – R124 590.50 P.A.)

Requirements: Gr.12 and be physical fit and able bodied

Duties: Undertakes tasks/activities associates with the collection, packing and distribution of mail and other related correspondence/ documentation and items from internal departments and external sources in order to ensure laid down instructions are complied with and priorities attended to.

COMMUNITY SAFETY BUSINESS UNIT

KZ292CSST007: 4X TRAFFIC WARDENS: (TASK GRADE 6: R81 152.40 – R105 351.60 p.a.)

Requirements: Gr.10, No Criminal record and Code B/08 driver's license. Computer competency (MS Word), and Pass Physical fitness examination, Not older than 30 years of age.

Duties: Enforcement of the Road Traffic Act & Municipal by-laws.

APPLICATIONS ARE EXPECTED FROM WARDS 7, 20, 23, 24 and 28

FINANCE BUSINESS UNIT

MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME,

MFMIP (5 POSTS)

TWO-YEAR CONTRACT POSTS

Remuneration: Between R80 000 – R92 000 (All inclusive and dependent on year of internship)

Internship overview: The MFMIP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms.

The intern will sign an internship agreement which is in addition to the employment contract. The effect of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures over the full two-year period. Candidates will be subjected to a rigorous testing and selection process and **MUST** meet the minimum prescribed requirements.

Requirements: A Gr.12, (minimum): a three-year Bachelor's Degree or National Diploma with Accounting, Economics, or Finance as major subjects. Risk Management and/or Auditing as non-major subjects would be advantageous. Candidates must be between the ages of 18 and 35 and have not previously participated in an Internship Programme.

Duties include, as a minimum, the following:

- Assist in the preparation of multi – year annual budgets
- Assist in monitoring budgetary expenditure and income against monthly actuals
- Prepare monthly returns to National and Provincial Treasury, Statistics SA and other external government agencies/departments
- Prepare monthly budgetary reports to Council and Portfolio Committees
- Assist in the preparation of Annual Financial Statements
- Assist in the maintenance and record keeping of assets
- Assist in ensuring compliance with the Municipal Finance Management Act, No. 56 of 2003, and other relevant legislation, including Supply Chain Management.

PLEASE NOTE THAT APPLICANTS FOR THE ABOVE FINANCE INTERNSHIP POST 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.

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 **TUESDAY 15 MAY 2018 at 12H00. 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.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 off the closing date may consider their applications unsuccessful. Council reserves the right no to appoint. Canvassing to Councillor's in form of gifts is prohibited.

N. J. MDAKANE
MUNICIPAL MANAGER
DATE: 02 /05 /2018
MN: 63 /2018

DATE: _____