



## 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

**KZ292CSA 011: 1X COMMITTEE OFFICER: (TASK GRADE 9: R197 887.92 – R256 861.68 p.a.)**

**Requirements:** Grade 12 + National Diploma in Public Administration/ National. Diploma in office Management or relevant qualification at an (NQF level 5/6) and 12 - 24 months administration experience preferably in a local government environment, Computer literate, (MS Word & Excel) A valid Code B/08 driver's license will be added as an advantage.

**Duties:** Perform tasks /activities associated with co-ordinating the logistical requirements for Council and committee meetings, provides secretarial support through application of laid down meeting procedure, access and make available information relating to meetings, translate documents and perform related administrative sequences.

### COMMUNITY SAFETY BUSINESS UNIT

**KZ292CSSDME 004: DISASTER MANAGEMENT OFFICER: (TASK GRADE 10: R222 801.84 – R289 195.80 p.a.)**

**Requirements:** Grade 12 at an NQF level 4, Computer literate (MS Word, Excel & Internet) and Code B/08 driver's license. 3-4 years of experience with an added advantage in rescue, relief and coordination management environment. Knowledge in events coordination and incident management.

**Duties:** Co-ordinates specific sequences associated with the provision of Education and creating awareness of potential risks and coping strategies and the application of specific procedures associated with identifying and assessing the severity of potential risk factors. Attend to operative requirements and procedural during potential and actual disasters. Attends to specific priorities administrative tasks and activities and monitors the execution of procedural applications.

**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, 36/38 Chief Albert Luthuli Street, **OK MALL BUILDING** KwaDukuza) For enquiries Please call **032 437 5142/ 5153**
2. The Closing date and time is **TUESDAY, 17 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.kwadukuzamunicipality.gov.za](http://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 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: 04/09/2019**  
**MN: 197 /2019**

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