



## LOCAL NEWSPAPER ADVERTISEMENT

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 (KZ292.) MUST be indicated on your application which MUST be accompanied by certified copies of your qualifications, identity document and driver's license 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 13 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.**

<b>Post Title</b>	<b>SUPERINTENDENT: CRIME PREVENTION</b>
<b>Business Unit</b>	<b>COMMUNITY SAFETY</b>
<b>Notice No.</b>	<b>MN29/2025</b>
<b>Reference Number</b>	<b>KZ292CSCCPV 002</b>
<b>Task Grade</b>	<b>TASK GRADE 12: R394 551,72 - R512 155,32 per annum + Cell phone and Locomotion allowances in terms of Council's policy</b>
<b>Requirements</b>	Gr. 12 at an NQF level 4, Traffic Office's Diploma accredited by institute of Traffic & Municipal officers of Southern Africa, Registered as such, Clearance for Peace Officer's Status (no criminal record), Valid code EB Driver's License, Computer Literate MS Word & Excel, 4-5 years relevant experience
<b>Duties</b>	Manages and directs implementation, monitoring, evaluation and reporting sequences outcome associated with plans and programmes designed to accomplish key services delivery objectives with respect to traffic management and crime prevention through the co-ordination of operations associated with the enforcement of laws and By- laws in order to ensure the risk of damage to property and/or loss of lives is limited through prompt and efficient execution of sequences and application.
<b>Knowledge &amp; Skills</b>	Municipal By-laws, Road Traffic Act, Criminal Procedure Act & Administration
<b>Post Title</b>	<b>STATION OFFICER</b>
<b>Ref. No.</b>	<b>KZ292CSSFE 005</b>
<b>Task Grade</b>	<b>TASK GRADE 11 - R334 201,44- R433 826,04 per annum</b>
<b>Requirements</b>	A Gr.12, Fire Fighter 1 and Fire Fighter 2, Hazmat Awareness, Hazmat Operations, First Aid Level 3, Relevant tertiary qualification at NQF Level 5 preferably a Higher Certificate or Diploma in Fire Technology, Code EC driver's license, Computer literate (MS Word & Excel). Hazmat Technician & Driver Pump Operator Certificates will be added advantage. 9 years working experience.
<b>Duties</b>	Coordinates activities/ tasks associated with fire & emergency services through the application of laid down fire-fighting and rescue procedures, executing operational plans and monitoring outcomes, conducting fire plan evaluations and conducting inspections (business license, building, fire-hydrant and general inspection), coordinating training initiatives (internal. External) and responding to fire and emergency services and disaster management call outs, inspection and complaints to fire protection and prevention, carrying out specialized operations (Hazmat incidents, high angle/rope rescue and aquatic rescue) in order to ensure any action or situation threatening safety is identified and promptly attended to.
<b>Business Unit</b>	<b>FINANCE BUSINESS UNIT</b>
<b>Post Title</b>	<b>ADMINISTRATOR (SUPPLY CHAIN MANAGEMENT)</b>
<b>Ref. No.</b>	<b>KZ292FSCM 008</b>
<b>Task Grade</b>	<b>TASK GRADE 9: R251 432,16 - R326 363,04 per annum</b>
<b>Requirements</b>	A Gr.12 at an NQF level 4, a National Diploma in Supply Chain Management/ Public Administration at NQF Level 6 or equivalent qualification; Computer literate (MS Word & Excel); Code EB driver's license & 2-3 years relevant experience
<b>Duties</b>	Co-ordinates the implementation of functional procedures, systems and controls associated with the key performance areas and result indicators of the functionality by: <ul style="list-style-type: none"> <li>Communicating with the immediate superior on specific aspects of Supply Chain Management Policy and processes, clarifying understanding and implementation approach, outcomes and performance measures.</li> <li>Aligning information systems, applications, work processes and role boundaries to support functional outcomes related to the tenderers, procurement plan, utilization, etc.</li> <li>Administering concluded contracts, interacting with Departments to establish conformance with specifications, terms and conditions and related aspects and informing the immediate superior of non-compliance or conflicting issues requiring remedial action.</li> <li>Compilation of regret letters to Unsuccessful bidders</li> <li>Compilation of letters of Intention to award</li> <li>Advertise canceled tenders on cibd</li> <li>Award tenders on cibd system</li> <li>Receive Appeals/Objections from bidders and communicate the reasons for disqualification of bids.</li> <li>Respond to Objections</li> <li>Participating in meetings and providing information on specific Supply Chain processes and processes.</li> </ul>

<b>Post Title</b>	<b>SENIOR TOWN PLANNING TECHNICIAN</b>
<b>Business Unit</b>	<b>ECONOMIC DEVELOPMENT &amp; PLANNING</b>
<b>Ref. No.</b>	<b>KZ292EDPC006</b>
<b>Task Grade</b>	<b>TASK GRADE: 12 - R 394 551,72 - R 512 155,32 Per Annum, plus locomotion allowance and cell phone allowance as per council policy)</b>
<b>Requirements</b>	A relevant qualification in Town and Regional Planning - Minimum 3 years National Diploma / Degree in Town and Regional Planning, Registered or eligible for registration as a Professional or Technical Planner with the South African Council for Planner (SACPLAN), Code: EB (08) driver's license, Minimum 2+ years post qualification experience.
<b>Duties</b>	Manages the key performance areas associated with the Developmental Control functionality, aligning functional requirements against objectives, controlling critical developmental planning phases, monitoring project related outcomes, assessing statutory applications for conformance to the Town Planning Scheme and Ordinance and, providing comments, opinions and/ or explanations on functional outputs and professional principles to support and guide decision making processes. <ul style="list-style-type: none"> <li>Defining And Co-Ordinating Key Result Areas</li> <li>Developmental Applications</li> <li>Enforcing Compliance</li> <li>Communication</li> <li>Information Dissemination</li> <li>Functional Co-Ordination</li> <li>Administration And Reporting</li> <li>Project Management:</li> <li>Research And Policy:</li> <li>Performance Management</li> </ul> <b>Detailed duties are provided on the Municipal website</b>
<b>Post Title</b>	<b>MEDIA LIAISON OFFICER</b>
<b>Business Unit</b>	<b>OFFICE OF THE MUNICIPAL MANAGER</b>
<b>Reference</b>	<b>KZ292MMCC005</b>
<b>Task Grade</b>	<b>TASK GRADE 11 - R 334 201,44 - R 433 826,04 PER ANNUM, Plus Locomotion &amp; Cell-phone Allowance as Per Council Policy</b>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>Bachelor's degree or National Diploma in Communication/Journalism/ Public Relations/Media Studies. Three to five years' experience in a communications environment.</li> <li>Must have passed Both IsiZulu Home Language and English Home Language/ First Additional/ Second Additional Language in Grade 12</li> <li>Code: B (08) driver's license</li> <li>Computer literacy, knowledge of relevant legislation, knowledge of local government processes, familiar with government communication processes. Assertiveness skills, communication skills, negotiation skills, financial management skills.</li> <li>Must be calm, Ability to work within a team and independently, work under supervision and without supervision</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>Provide strategic leadership and implementation of media liaison, public relations, stakeholder relations management for the organization.</li> <li>Compiling media releases/statements on municipal projects, programmes, events, functions, processes for distribution on external and internal media platforms;</li> <li>Coordinating media coverage;</li> <li>Speechwriting;</li> <li>Coordinating the compilation of programmes based on departmental activities;</li> <li>Keeping the public informed of the latest municipal programmes, projects and processes;</li> <li>Receiving, researching and responding to queries from external media houses and official government news platforms on behalf of the municipality;</li> <li>Coordinating media alerts about unplanned service interruptions, including arranging media support in times of emergency/disasters;</li> <li>Developing content for the official municipal newsletter;</li> <li>Compiling investigational reports and/or responses to correspondences and queries, undertaking research or extracting information and records to support content, recommendations and/or opinion</li> <li>Serves as Spokesperson for the Municipality</li> <li>Media Monitoring</li> </ul>

**PLEASE NOTE:**

- 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 HR Officer, 34 Chief Albert Luthuli Street OK MALL BUILDING KwaDukuza) For enquiries Please call 032 437 5142/ 5150.
- The Closing date and time is **Tuesday, 11 MARCH 2025 at 12H00**. No applications will be accepted after the closing date and time.
- 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 THE MUNICIPALITY'S WEBSITE (www.kwadukuza.gov.za)**.
- KwaDukuza Municipality adheres to the National Employment Equity Act and preference will be given to appointments that assist in achieving current targets of the municipality.
- 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 any candidate to this post or to make required adjustments.
- for preference on appointment is prohibited and may lead to disqualification Canvassing to Councillors/ Managers of applicants.