

# VACANCIES

The KwaDukuza Municipality situated on the KwaZulu Natal North Coast, seeks to fill the following positions and accordingly invites applications from suitably qualified and experienced applicants for appointment to the position 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.

Applicants for posts affected by the National Treasury Minimum Competency Regulations, 2007 will be required to obtain those competencies within 18 months from the date of commencement.

## OFFICE OF THE MUNICIPAL MANAGER

### **KZ292MMRE001: ASSISTANT MANAGER (RISK & ETHICS MANAGEMENT)**

TASK GRADE 14: R393 640.20– R 510 962.28 p.a) + Locomotion allowance plus cell phone allowance.

**Requirements:** A Grade 12, 3year N/Diploma or Degeree in Risk Management/ Internal Audit and or equivalent relevant qualification at NQF Level 6; Good knowledge and advanced computer application of (MS Word, Excel, PowerPoint, and Risk software); must have depth knowledge of Risk Management process, applications and principles to enable analysis, evaluation and reporting; considerable Risk Management experience of 2-3 years in a Public/Private Sector Environment working with Senior Management; A valid code EB/08 drivers licence; registration with the Institute of Risk Management South Africa(IRMSA) will be an added advantage.

**Duties:** Please log on to [www.kwadukuza.gov.za](http://www.kwadukuza.gov.za) to view duties.

## COMMUNITY SERVICES & PUBLIC AMENITIES

### **KZ292CMSW 001: MANAGER: WASTE MANAGEMENT**

(TASK GRADE 15: R453 822.00 – R589 090.68 p.a. Plus Locomotion & cell phone allowance in terms of Council's policy)

**Requirements:** Grade 12 + a relevant qualification in Environmental Management/ Waste Management at an NQF level 6 or any other related field; Computer Literate (MS Word & Excel); A valid Code B/08 driver's license; 5 years waste management or environmental management experience or related experience.

**Knowledge and experience:** Knowledge of MFMA, Waste management legislation, Municipal Systems Act and SCM Systems

**Duties:** Please log on to [www.kwadukuza.gov.za](http://www.kwadukuza.gov.za) to view duties.

### **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, OK MALL BUILDING, 34 Chief Albert Luthuli Street, KwaDukuza**).
2. For enquiries please contact 032 437 5153/5142
3. The Closing date and time is **WEDNESDAY, 08 JULY 2020** at 12H00. No hand delivered applications will be accepted after the closing date and time.
4. 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](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.