



VACANCIES (RE-ADVERTISEMENTS)

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.

FINANCE BUSINESS UNIT

KDMFE 01: DIRECTOR: EXPENDITURE (TASK GRADE 19: R R671 051.00 - R871 073.45 p.a. + Locomotion allowance & Cell-phone allowance in terms of Council's policy.

Requirements: A Gr.12; & B. Comm in Accounting (or equivalent NQF level 7 qualification) with majors in Accounting, and either Auditing or Managerial Accounting; Computer literate (MS Word & Excel); Code B/08 driver's license. At least 3-4 years relevant Financial Accounting experience at a senior level within a municipality.

Knowledge: In-depth knowledge of relevant local government legislation and related legislation and related regulations like MFMA, MSA, DORA, VAT ACT, INCOME TAX ACT, National Treasury, GRAP, SCM regulations etc.

Duties: Direct, Lead and Controls the key performance areas and result indicators of the Expenditure Section associated with consolidation and preparations of management accounts, recording, balancing and reconciliation of expenditure, reporting of expenditure, monitoring and executing specific intervention to maintain compliance, implementing risk management and asset control procedures, preparing of financial reports to support key management decisions, provision of guidance to personnel with the interpretation and processing of specific accounting information and directing accounting procedures and processes associated with controlling creditor accounts, payroll and costing and supply chain management.

MANAGER: ANNUAL FINANCIAL STATEMENTS & RECONCILIATION (TASK GRADE 15: R398 246.65 – R516 950.24 P.A. PLUS CELL-PHONE & LOCOMOTION ALLOWANCES

Requirements: Gr.12 + National Diploma qualification at NQF level 6 in Accounting/ Financial Management or equivalent NQF Level 6 qualification, Computer literate (MS Word

& Excel), Valid Code B/08 driver's license, 4 years relevant management & accounting experience in the compilation of GRAP Annual financial statements in a municipality. Relevant Financial Accounting & budget experience in a municipality.

Knowledge & Skills: of MFMA, GRAP, MSCOA

Duties: Managing organizational Annual Financial Statements in accordance with S122(21) of MFMA and in line with GRAP Standards with disclosures as required by S123 to S125 of MFMA together with the municipal audit file. Monitor the implementation of effective changes in legislation in line with AFS office. Control and manage all associated tasks within AFS office such as VAT, Investments, loans, insurances, bank reconciliation, government grants and subsidies. Provides strategic, tactical and operational advise on various financial management disciplines. Maintaining of effective and transparent system of risk management and internal control.

CIVIL ENGINEERING SERVICES AND HUMAN SETTLEMENT BUSINESS UNIT

**MANAGER CIVIL ENGINEERING SERVICES: (TASK GRADE 15:
R 398 246.65 – R 516 950.24 p. a +Locomotion allowance plus cell phone allowance)**

Requirements: Gr.12 + Minimum of National Diploma NQF 6 in Civil engineering with registration to ECSA, 3 years' supervisory experience in the Municipal Environment, valid code B driver's license.

Duties: Manage and coordinate activities within the assigned area, Manage resources within the area. Analysing maintenance activities, information in terms of services supply and demands and other statistics and performing physical inspections in order to identify needs in terms of service delivery, maintenance plan, Coordinate the different functions/ activities of the department to ensure that all the staff has a uniform goal and objectives to services delivery to the municipality's business unit. Control the activities of the department to ensure that all the required objectives are met and that the set standards are adhered to, Supervise and issue instruction to the Foremen in the department to ensure wellbeing of the workforce, Research new development in the functional field to determine strategic direction and advise the Director in this regard. Making recommendation to Director Civil Engineering in terms of changes to current service delivery or need for new services. Provide policy and operational direction to the department by interpreting policy and operational direction to the department.

ECONOMIC DEVELOPMENT AND PLANNING BUSINESS UNIT

KDMDP09: SENIOR TOWN PLANNER (TASK GRADE 15: R398 246.65–R516 950.24 p.a.+ Locomotion Allowance and Cell-phone allowance in terms of Council's policy)

Requirements: Gr.12 + Minimum National Diploma qualification at NQF level 6 in Town and Regional Planning or equivalent from a recognized institution. Code B/ 08 Driving Licence. Registration or eligible for registration as a Professional Planner with South African Council for Town and Regional Planners (SACPLAN), Minimum 3-4years relevant post qualification experience, Supervisory experience may be an added advantage.

Duties: To undertake and assist with Spatial and Integrated Planning tasks required for the production of Unit outputs; To provide and manage the key performance areas and result indicators associated with the provision of an effective planning service to core service delivery functions by amending, adjusting and reviewing policies and procedures against departmental, statutory and audit guidelines; Co-ordinates and controls tasks/ activities associated with controlling personnel performance, productivity and discipline; Assists in strategic planning functions in order to ensure that strategic plans promote integrated and sustainable development; Support the Chief Town & Regional Planner by liaising with relevant officials and other departments/Units, to prepare, implement, monitor and review the Integrated Development Plan as it relates to the Unit outputs; Assist with the preparation, implementation, monitoring and reviews of the Spatial Development Framework, in compliance with the Integrated Development Plan; Assist with the preparation, implementation, monitoring and review of SDP's and LAP's; Prepares, implements, monitors, reviews and amends the Land Use Management System in order to ensure an integrated and sustainable development focused LUMS; Processes, assesses and resolves development applications, submitted in terms of any legislation, for both Council owned and privately owned land (including *et al* (Re)Zoning of land, Land Use Scheme Amendments, Subdivisions, Boundary Adjustments, etc; Undertakes research and policy formulating with regard to planning and development matters; Serve as a member of the Municipal Planning Tribunal or Registrar/ Deputy Registrar if designated by the Municipal Council and/or Accounting Officer; Supports the management of information in order to ensure that accurate information and records are kept; Disseminates strategic, functional and operational information on the immediate, short and long term objectives and, current developments, problems and constraints; Support the Chief Town & Regional Planner with managing planning and development related projects; Provides technical information, advice and guidance to all stakeholders, including other spheres of government and civil society; Maintains awareness and knowledge of planning and development trends, policies and legislation at the local, provincial, national and international level.

DIRECTOR DEVELOPMENT ENFORCEMENT :(TASK GRADE 19: R671 051.00- R871 073.45 p.a. + a Locomotion allowance & a Cell-phone allowance in terms of Council's policy)

Requirements: A Gr.12 and Minimum Degree in Built Environment/ Legal Field/ Social Science or related qualification at NQF Level 6. Peace Officer Training and must be eligible for registration as Peace Officer. Registration with relevant professional Council essential, Drivers licence Code EB/ 08, Knowledge working experience with relevant legislation (including SPLUMA, NBR, NEMA, Business License) & municipal bylaws (e.g. Advertising, SPLUMA, etc; Essential Minimum 5 years' relevant experience including with 2 at management or supervisory level.

Duties: Identifies with the broad service delivery strategy with respect to the management and maintenance of a Development Enforcement department and, defines, implements and monitors the short term plans/ objectives, in order to ensure key functional implementation requirements are analysed and co-ordinated to enable objectives associated with the provision

of service delivery is accomplished. Manage and control outcomes associated with utilization, productivity and performance of personnel within the Department, in order to ensure that a climate conducive to promoting and sustaining motivational levels, productivity, performance and improving the quality of work-life, is cultivated and maintained, enabling the Section to meet its service delivery objectives, Manage and control outcomes associated with utilization, productivity and performance of personnel within the Department, in order to ensure that a climate conducive to promoting and sustaining motivational levels, productivity, performance and improving the quality of work-life, is cultivated and maintained, enabling the Section to meet its service delivery objectives, Formulates capital and operating budgets taking into account various factors including Council's goals and objectives, Performance requirements, Resource allocations and constraints in order to ensure accurate estimates are prepared in relation to requirements to support effective performance of the Enforcement Department, Coordinates and directs the establishment and implementation of an Integrated Enforcement and prosecution system by Establishing enforcement and prosecution presence as part of a development management service for citizens, designing and/or reviewing work flow processes and procedures to achieve efficiencies and required standards, rationalising and updating enforcement and prosecution documentation in keeping with changes in procedures, bylaws, policies and legislation amongst other things in order to ensure efficient and effective enforcement and prosecution of unauthorized building development and land uses, Responsible for monitoring business licences, advertising, development and use of land and buildings by undertaking analysis and reporting to the Executive Director: Economic Development and Planning to ensure that land use and environmental planning takes cognizance of changes in land use. Oversee and directs the processes to regularizes or terminate unauthorized building development and land uses in order to protect Council from liability, loss of income and to ensure compliance with relevant National, Provincial and Council legislation, regulations, policies and bylaws. Oversee the monitoring of development compliance and use of the natural and built environment in order to ensure compliance with National, Provincial and Council legislation, regulation, policies and bylaws. Develops improvements and innovations in the delivery of Department outputs in order to ensure that the Department functions within Nationally (and Internationally) accepted standards of best practice, Liaise with the Director Development Planning/ relevant managers from Local Economic Development/ Building Control / Building Inspectorate and Building Plan Submission and Assessment Applications Units, in order to ensure the effective and efficient functioning of the Enforcement Department. Ensures support for the establishment and implementation of the department's Performance Management System by providing guidance on the Establishment of Key Performance Areas, indicators, etc. in order to ensure that the Department's objectives are met.

OFFICE OF THE MUNICIPAL MANAGER'S BUSINESS UNIT

KDMMM 103: DIRECTOR: SPECIAL PROJECTS (TASK GRADE 19: R671 051.00-R871 073.45 p.a. + a Locomotion allowance & a Cell-phone allowance in terms of Council's policy)

Requirements: A Gr.12 and a B. Degree in Development studies/ Human & Social Sciences/ Town & Regional Planning at an NQF level 7; 3-5 years' management experience in local government; Code B/08 driver's license, and Computer literate (MS Word & Excel).

Duties: Manage the overall strategic projects and programmes of the municipality from the office of the Accounting Officer, identify and package grants and various funding sources for strategic IDP projects and programmes of the municipality, facilitate trade and investment funding opportunities, develop the business plans to source various funding opportunities seeking to augment internal funding, liaise with external organizations, state organs and private sector domestically and globally in sourcing additional funding and projects/programmes for the municipality, leverage the municipal advantage in its strategic location through mobilization and development of appropriate investments, support the internal municipal business units in the execution of approved and funded programmes and projects, manage the budget of the office in a manner which seeks to achieve municipal goals, identify and mitigate risks related to strategic projects and programmes.

COMMUNITY SAFETY BUSINESS UNIT

KDMPS 01: DIRECTOR: COMMUNITY SAFETY (TASK GRADE 19: R671 051.00-R871 073.45 p.a. plus a Locomotion allowance & a Cell-phone allowance in terms of Council's policy)

Requirements: A Gr.12 and a relevant Law Enforcement qualification/Public Administration/Management at an NQF level 7, A valid Code B/08/ C1/10 driver's license, Computer literate (MS Word & Excel) & No criminal record, 4-5 years of experience at a middle management level. A Traffic Officer qualification shall be an added advantage.

Knowledge & skills: Municipal By-laws, Road Traffic Act, Criminal Procedure Act & Administration, MFMA, Municipal Systems Act, Administration Adjudication of Roads Traffic Offences (AARTO).

Duties: Manages the implementation, monitoring, evaluation & reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objectives with respect to Traffic & Protection Services through the co-ordination/implementation of operations associated with the enforcement of Traffic Laws and By-laws and the provision of an Emergency Fire Service 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 applications.

PLEASE NOTE THAT SOME OF THESE POSTS ARE THE RE-ADVERTISEMENT HENCE APPLICANTS WHO HAVE PREVIOUSLY APPLIED MAY RE-APPLY IF STILL INTERESTED AND QUALIFYING WOMEN APPLICANTS ARE ENCOURAGED TO APPLY AS PREFERENCE IN TERMS OF EMPLOYMENT EQUITY SHALL BE GIVEN TO THEM

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 6 JUNE 2018 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.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.

N. J. MDAKANE
MUNICIPAL MANAGER
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