



PUBLIC NOTICE BOARD 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 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 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.

Post Title	HOUSING SUBSIDY ADMINISTRATOR
Business Unit	ECONOMIC DEVELOPMENT AND PLANNING
Reference Number	KZ292CEPA005
Notice No.	MN89/2025
Task Grade	Task Grade: 08
Salary	R 226 662,24 - R 294 232,56 per annum
Requirements	Grade 12, NQF Level 5: National Diploma in Public or Municipal Administration/ Office Administration/ Database Management and Computer Literacy (Microsoft Excel, Word, PowerPoint, Outlook etc), Code: EB Drivers Licence, Considerable years (at least 2 year) in public administrative environment experience.
Duties	To collect, extract data, verify correctness and accurately capture data onto defined computer databases and spreadsheets to assist in the effective evaluation and presentation of information for housing subsidy application, allocation and management. Data Management: collect, source documents from various sources (payslips, ID Documents, etc), compile, sort, and verify the accuracy of documents and data; Compare data on the current database with data on documents; Complete subsidy applications for subsidy administration, Prepare and submit subsidy applications to the Provincial Department of Human Settlement. Documents Storage: Ensure that all documents are stored in the correct format and have necessary back-up in line with the relevant document management protocols. Liaison: Liaise on beneficiary management matters with provincial departments, councillors, beneficiaries, community liaison officers, implementing agency or contractors, and project management teams. Additional duties: the incumbent is expected to provide administrative support to the Human Settlements Team and attends public meetings. Play a critical role in developing and producing reports for the municipality functions, including contribution in the compilation of the accreditation reports and other report which may be delegated by the management from time to time.

Post Tittle	QUALITY ASSURANCE OFFICER
Business Unit	ECONOMIC DEVELOPMENT & PLANNING
Ref. No.	KZ292CEPMI006
Task Grade	Task Grade: 10
Salary	R 287 333,64 - R 372 957,84 per annum, plus locomotion & cell-phone allowance in terms of Councils policy
Requirements	Grade 12, NQF Level 6: National Diploma in Building Construction, Construction Management, Quantity Surveyor and Architectural, Code: EB Drivers Licence, 2 to 3 years’ experience in public sector as building inspector or works inspector or quality assurance inspector, or construction and Project Management, Peace Officer Certificate will be an added advantage. Be at least registered as the candidate with any of the professional bodies.
Duties	Responsible mainly for the quality assurance and building inspections of all municipality housing delivery projects. Coordinate inspections with relevant quality assurers (NHBRC Inspector and KZN DHS Housing Monitor/Inspector). Provide input during the housing design and ensure that the designs comply with the SANS10000 and other relevant legislations. Certify and recommend payments of service providers/contractors in line with the set-milestone and measured work output. Perform the delegated duties of inspection and enforcement of non-compliance, including issued of notices of people who are building illegal within the housing project and invaded properties. Participates in all integrated enforcement activities as organised from time to time, the municipality development enforcement unit. Project manage some of the special projects (maintenance and new projects) initiated by the human settlements’ directorate, as part of council funded capital projects/budget. Act as a quality assurer in all our housing project. Responsible for preparing project reports to various people or structures. Undertake all delegated work by the supervisor.

Post Title	HOUSING OFFICER
Business Unit	ECONOMIC DEVELOPMENT & PLANNING
Reference	KZ292CEPMI010
Task Grade	Task Grade: 10
Salary	R 287 333,64 - R 372 957,84 per annum plus locomotion & cell-phone allowance in terms of Councils policy.
Requirements	Grade 12, NQF Level 6: National Diploma in Human Settlements or Housing or Public Administration or Built Environment Qualification preferably Civil Engineering, or Construction Management or Town Planning, Code: EB Drivers licence. Minimum of three (3) years in the Human Settlements or Housing Delivery field, with strong understanding and knowledge of Housing Code and project management. Experience in the public sector delivery will advantageous.
Duties	Responsible for managing human settlements/ housing projects from planning to execution with the assistance of professional teams. Responsible for overseeing and monitoring the execution of implementation plan by the appointed service provider. Be responsible for interacting and representing the municipality in the project steering committee or in other meetings with the relevant stakeholders.be responsible for ensuring that any human settlement project under the control is implemented in line with the municipality IDP, Housing Sector Plan and Housing Code. Provide input and comments in any document or submission by the implementing agent or senior management to relevant authorities. Coordinates and liaise with relevant authorities regarding the project planning, approval and implementation. Act as the project manager, by ensuring that all internal and external personnel are effectively and efficiently coordinated towards achieving the government and municipality human settlements priorities. Represent the municipality in public meetings and other public forum when issues of human settlements are discussed. Assist with monitoring the performance and compliance of all appointed service providers with the signed tripartite or bilateral agreements and approved business plan. Provide input during the review and development of various sector plans related to provision of infrastructure and public amenities. Prepare project reports for submission to the management and council structures for consideration. Attend to any community or social issues within the project area, which might jeopardise the housing project.

Post Title	BUILDING & DRAINAGE INPSECTOR
Business Unit	ECONOMIC DEVELOPMENT & PLANNING
Reference	KZ292EDPB013
Task Grade	Task Grade: 10
Salary	R 287 333,64 - R 372 957,84 per annum plus locomotion & cell-phone allowance in terms of Councils policy.
Requirements	Grade 12, National Diploma in Architecture or one of the building construction disciplines relevant to the post, Code: EB/08 Drivers licence, Two (2) years post qualification working experience which entails the application of the National Building Regulations and the Building Standards Act.

Duties	<p>Monitors sequences associated with the implementation of building inspections following the approval of building plans, monitoring progress on constructions and demolitions relating to approved plans and enforcement of regulations in accordance with SANS 10400, SANS 204, National Building Standards Act, Town Planning Schemes, Local Authority By-Laws, NHBRC Standards, Temporary Occupation Certificates, Final Occupation Certificates, Business Licensing, Drainage Installations, Public Health and Safety and contravention notices for building without approval, occupation without certificate, objectional discharge, unsafe structures and unstable banks, Coordinates sequences associated with monitoring compliance with standards, procedures, regulations and specifications encompassed in regulations with regards to the submission of plans for approval and construction of building, preparing and presenting investigational and qualitative reports, processing/ approving specific transactional works documentation and issuing compliance notices to align practices.</p> <p>Co-ordinates tasks/ activities associated with the implementation of procedures and, monitors compliance with standards and specifications with regards to new building, additions and renovations to existing structures by implementing by-Laws for new buildings, existing buildings, demolition of existing buildings and structures, business operations, compliances, safety standards and quality control; conducting site visits to inspect site commencements and establishment; conducting site inspections of site set up, public safety, hoarding, traffic safety and control, installation of basic services, verification of boundaries, building setting out, excavations, foundations, floor slabs, superstructure works, plumbing, electrical, roof inspections, suspended slabs, structural elements, drainage (septic tanks), water connection to site, electrical connection to site, progress reports, business licence inspections and public complaints; conducting emergency inspections and assist with disaster management; Informing owner of issues of non-conformity on site and forwarding details of observations and findings to facilitate problem solving sequences prior to approval; issuing non-compliance notices to facilitate the regularisation of unauthorised constructions and/ or corrective measures necessary to address aesthetics of buildings and/or encroachments.</p> <p>Performing Peace Officer functions and advise on corrective measures in respect of National Building Regulations; issuing of fines where necessary, after contravention notices; consult with management, legal advisors and law enforcement officers; attending court cases, giving evidence and testimony related to legal cases.</p> <p>Checks and verifies design details and construction specifications detailed on building plans conforms with regulations prior to approval by scrutinising submitted building plans and identifying deviations in specifications, and positioning of proposed construction on site taking into account access to services, elevation, etc and referring to specific building codes; analysing design and structural details to determine applicability and conformity to specifications.</p> <p>Performs specific administrative tasks/ activities associated with the updating and maintaining records/ information of work in progress and completed works; disseminates strategic, functional and operational information on the immediate, short and long term objectives and, current developments, problems and constraints; develops the technical know-how and understanding of emerging contractors on specific applications, procedures and sequences applicable to building contracting and maintenance work; co-ordinates activities associated with the maintenance of the Municipality’s built assets.</p>
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Post Title	LOCAL ECONOMIC DEVELOPMENT OFFICER
Business Unit	ECONOMIC DEVELOPMENT AND PLANNING
Reference	KZ292EDPL007
Task Grade	TASK GRADE: 11
Salary	R 339 214,44 - R 440 333,40 per annum
Requirements	Grade 12, appropriate National Diploma or Degree in Economic Development/ Economics, or Local Economic Development or Development Studies or Business Management or Entrepreneurship Development, Code: EB/8 Drivers licence, Essential: minimum 2 -3 years post qualification experience in the field of local economic development or small business development or economic development field, computer literate
Duties	<p>To facilitate and promote economic development through creating of enabling environment for aspirant entrepreneurs, entrepreneurs and established businesses to thrive or grow. To ensure that KwaDukuza Municipality facilitates economic transformation, development and inclusive economy through policy interventions, collaborations with social partners and tangible interventions by:</p> <p>Responsible for identifying, conceptualizing, packaging and implementing various local economic development initiatives for the benefits of established, emerging and aspirant entrepreneurs. Facilitate various partnerships and collaboration for the development of local economy.</p> <p>Promote pro-poor and pro -growth economic development initiatives.</p> <p>Develop funding proposals and business plans for municipal LED interventions. Provide technical support and advisory services to local businesses and entrepreneurs. Provide project management and monitoring services to various projects implemented within KwaDukuza Municipality by LED. Knowledge and experience in development of procurement specifications, terms of reference and general management of service providers. Ensure that all economic sectors, i.e. manufacturing, agricultural services, and new economies are supported and promoted amongst the local business community. Facilitates access to business opportunities, business to business linkages for our local entrepreneurs and businesses. Responsible for implementing new policies that affect the local economy and align our plans with the national policies or plans. Responsible for establishing and participating in LED stakeholder’s forums and other stakeholders forums. Ensure that all projects or programme reports are prepared on time and submitted to relevant council committees and immediate supervisors. Participate in the review and development of polices, plans and strategies related to LED function. Perform other duties delegated by the immediate supervisor.</p>

- 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, 03 June 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 Canvasing to Councillors/ Managers of applicants.