



## VACANCY

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.**

### **COMMUNITY SAFETY BUSINESS UNIT**

**CSSDMES 001: DIRECTOR: DISASTER MANAGEMENT & EMERGENCY SERVICES (TASK GRADE 19: R812 489.64 – R1. 054, 671.24 p.a. + Locomotion allowance & Cell-phone allowance in terms of Council's policy.**

**Requirements:** A relevant qualification at an NQF level 7 or equivalent qualification, Computer literate (MS Word & Excel); Code B/08 driver's license. At least 4-5 years of experience at a middle management level.

**Knowledge & skills:** MFMA, Municipal Systems Act, SCM Regulations

**Duties:** Direct, Lead and Controls the key performance areas and result indicators of the Disaster Management & Emergency Department, by identifying and defining the immediate short and long-term objectives/ plans associated with the provision of strategic support to the Disaster & Emergency Services Department. Conduct research into best practices associated with the functionality and determining the appropriateness of specific policies/ procedures for implementation. Evaluate and comment on the applicability of specific key performance indicators and measures against outcomes detailed in the departments business and strategic plans. Defining adjusting the key performance indicators, job design and role boundaries of personnel against service delivery requirements. Evaluate the capability of prospective applicants and participating in the interview and final selection sessions. Conduct appraisals to measure performance and objective accomplishments against agreed targets and reviewing

goals and setting new objectives. Identify skills gap within the department and monitor the adequacy of current training, support personnel developments. Prepare reports referring to statistical data related to services delivery initiatives of the department for the attention of Executive Director Community Safety for consideration and inclusion to Council and Sub-Committee reports. Control budget allocations for specific interventions and activities of the section through confirmation of fund availability prior to preparing and submitting requisitions for approval. Develop and control a Local Disaster management Centre serving all areas within KwaDukuza area.

**PLEASE NOTE:**

2. 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, 34/36 Chief Albert Luthuli Street, **OK MALL BUILDING** KwaDukuza) For enquiries Please call **032 437 5142/5153**
3. The Closing date and time is **FRIDAY- 27 NOVEMBER 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.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: 13/11/ 2020**  
**MN: 136 /2020**

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