



VACANCIES ADVERTISEMENTS

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 (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.

PLEASE NOTE THAT APPLICANTS FOR POSTS BELOW TASK GRADE 11 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.

CIVIL ENGINEERING SERVICES DIRECTORATE

KDMCE 08: ADMIN OFFICER: ED CIVIL ENGINEERING (TASK 10: R182 113.80 –R236 382.96 p.a.)

Requirements: Gr.12 Senior Certificate at an NQF Level 4, Computer Literacy (MS Word, Ms Excel and Internet); 3-5 years 'experience in a Municipal Environment/local government administration as Secretary or Admin Officer.

Skills :Customer Service, Report Writing and minutes taking skills, Good Communication skills both in English and Zulu; be able to work under pressure.

Duties: Provides Executive support to the office of the Executive Director Civil Engineering: by managing day to day functioning of the office of the ED: Civil in the professional, efficient and organised manager that project good image of the entire organisation. Administrative duties and coordination of the ED: Civil Engineering Diary. Report generation POE for the ED: Civil Engineering's PMS file; Agenda preparation and minutes taking during meetings, filing and record keeping, correspondences with other departments, Organisations and Public; taking minutes on projects progress meetings. (Familiar with project management). Assist the ED on OHS for the Department; Assist in Budget control and requisitions thereof. Provide executive and administrative support to during the compilation of the SDBIP, Budget and annual. Perform any other task ED: Civil Engineering shall assign in line with the thrust of the position.

ELECTRICAL ENGINEERING DIRECTORATE

KDMEE 10: 3x ARTISAN ELECTRICIAN: (TASK GRADE 10: R182 113.80 – R236 382.96 p.a)

Requirements: Trade Tested Artisan as an electrician, Code 08 driver's licence. Medium Voltage switching certificate will be an added advantage; Relevant electrical experience in medium (33 & 11KV) and low voltage (420V)

Duties: Co-ordinates and controls the set-up, work in progress and completion of specialise tasks and activities associated with medium/low voltage electrical networks & installation, maintenance and repairs including monitoring and correcting support personnel productivity and performance and attending to routine/general administrative recording requirements contributing to the accomplishment of Departmental objectives.

KDMEP 03: SENIOR ENGINEERING TECHNICIAN: ELECTRICAL PLANNING (TASK GRADE 12: R183 255, 36 – R237 878, 04) + cellphone allowance

Requirements: Must have a National Diploma in Electrical Engineering (H/C),NQF 5 & NQF 7 qualification, plus 3-4 years of experience in Local Government within a medium voltage (11/33KV), Planning, distribution and reticulation environment; Code B/08 driver's license; Computer literate (MS Word & Excel), Completion of any medium voltage (11/33kv switching courses will be an added advantage.

Knowledge: OHS Act 85/1993& associated Construction Regulations-SANA 10142-NRS 047(Quality of service) and NRS 048 (Quality of Supply),knowledge of NRS specifications-Standards, through knowledge of CIDB Regulations ,GCC-2010and interpretation thereof, Municipal Finance Management Act & Local Content Regulations, Departmental of Energy (INEP)Electrification Funding Regulations and Funding Application processes.

Duties: Assist the Director: Electrical Planning & Customer Services in preparation of tender specifications, Evaluation of tenders, investigating network expansion /upgrade requirements and risks areas, Managing and reporting on projects, monitoring budget expenditures, Maintaining up to date electronically captured network diagrams & mapping ,Updating network asset registers reporting all new assets acquired by donation from township developers or Council Driven Network upgrade expansion projects, Providing input in to the estimation of expenditure based on trends during the preparation of the Branch' capital and operating budget, Attending meeting with Contractors, Consultants ,Consumers ,other Municipal Departments and conveying information, opinion and/or comments in respect of compliance requirements.

ECONOMIC DEVELOPMENT & PLANNING DIRECTORATE

KDMDP09: SENIOR TOWN PLANNING TECHNICIAN-DEVELOPMENT CONTROL (TASK GRADE 12:R223 788.00–R290 492.16 p.a. + Locomotion Allowance and Cell-phone allowance in terms of council's policy.)

Requirements: A Degree or National Diploma in Town Planning at an 5/6; computer literate (MS Word & Excel); Code B/08 driver's licence; registered or eligible for registration as a Professional or Technical Planner with South African Council for Planners (SAPLAN) proof of Registration with or be in process of being registered shall be attached, minimum 2 years post qualification experience in a Municipal / Town planning environment.

Duties: Assist with spatial /forward planning tasks, required for the production of Unit output in the following areas Viz: Research and policy, Framework planning, Land use Management, information and Communication, in compliance with applicable legislation, regulations bylaws and policies. In this regard the incumbent will be required to provide manage the key performance area as a result indicators associated with the provision of an effective planning service to core service delivery functions by emending, adjusting and reviewing policies and procedures against departmental ,statutory and audit guidelines, to prepare reports to council and /or relevant planning structures on spatial planning and /or urban control matters ,assist in the preparation ,implementation ,monitoring and reviewing and amending the Land use management system , assist in the preparation of package plans i.e. framework, precinct /local area plans; process, assess and resolves development applications submitted in terms of relevant legislation, for both council-owned and privately owned land; 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.

KDMME 0019: PLANS EXAMINER (TASK GRADE 09: R161 749.68 – R209 953.56 p.a.)

Requirements: Minimum of a relevant NQF level 5 qualification / National Diploma in Architecture or one of the Building Construction disciplines; Code EB/B driving license; must be Eligible to registration as a peace officer; minimum 2-3 years of relevant post qualification experience in building construction industry; must have Knowledge of the relevant legislation including The National Building and Standards Act, Act 103 of 1977, The National Building Regulations and SANS 10400,knowlwdge and experience in working for Local Government processes.

Duties: Co-ordinates sequences associated with monitoring compliance with standards, procedures, regulations and specifications encompassed in National Building Regulations and SANS 10400 with regards to the submission of building plans for approval and construction of buildings, preparing and presenting investigations and qualitative reports, processing/ approving specific transactional works documentation and issuing compliance notices to align practices. Checks and verifies design details and construction specifications detailed on building plan conforms with regulations prior to approval, co-ordinate tasks or activities associated the implementation of procedures and monitoring compliance with standards and specifications with regards to new building, additions and renovations to existing structures,

perform specific administrative tasks/activities associated with the updating and maintaining records /information of work in progress and completed works, disseminate strategic functional and operational information on the immediate short and long term objectives and current developments, problems and constraints, develop the technical know-how and understanding of emerging contractors on specific applications, procedures and sequences applicable to building construction and maintenance work.

KWAKDMLED47: YOUTH DEVELOPMENT OFFICER: (TASK GRADE 10: R 182 113.80- R 236 382.96 p.a.)

Requirements: Must have Gr12, NQF level 5 youth development Diploma, Code B/08 driver's license, 3years working experience in youth development or related field, must have basic computer skills.

Knowledge: MFMA, KDM youth development strategy, National youth policy, Municipal Policies,

Duties: conduct research, develop youth programs and evaluate the effectiveness of such programs, Plan, Schedule and implement the activities set out as part of youth development programmes, Create awareness and promote the benefit of participation in youth development activities that have been administered by the municipality and other stakeholders.

**FINANCE OFFICER (HUMAN SETTLEMENT-3 YEAR CONTRACT
(TASK GRADE 12:R253 820.28–R329 476.20 p.a.)**

Requirements: Must have Bachelor of Commerce (Accounting) or NQF 6 any equivalent qualification, Computer Literacy with good knowledge of various accounting package, experience in Public Sector accounting for at least 3 years.

Duties: Maintain a register of all the income and expenditure of housing projects together with copies of the necessary agreements, Transfer funds to the respective bank accounts, when and where necessary, Maintain spreadsheet of establishment grant cash flows, Transfer interest earned from all housing bank accounts to the Municipal Housing Operating Account, when and where necessary, Provide periodic report/s to the relevant stakeholders, Maintain a register of all the income and expenditure of the human settlements section, Track, specifically, the income and expenditure that relates to the Housing Accreditation Fund (OPSCAP), Provide periodic report/s to the relevant stakeholders, Coordinate the processing of housing project payments by verifying information on invoices, distribution advices and authorisations from / claims to KZN Human Settlement Department, Ensure that all claims processed are accompanied by the necessary payment approvals as per the delegations, Develop and monitor a payment tracking system in order to ensure that all payments are done within 30 days, Ensure that all VAT claims on housing project payments are completed by overseeing submission of the payment vouchers with the necessary attachments to the Expenditure Section ,The claiming of VAT is a legislation requirement.

OFFICE OF THE MUNICIPAL MANAGER

**INTERNSHIP (GRADUATE) CONTRACT POST: 3YEARS
OFFICE OF THE MUNICIPAL MANAGER**

DEPARTMENT	NO OF POSTS	REQUIREMENTS	DRIVERS LICENSE	SALARY
INTERN: Internal Audit	01	B.Com (Auditing) or BTech in Internal Auditing or National Diploma in Internal Auditing. Auditing and report writing experience will be an added advantage. Computer Literate (MS Word and MS Excel).Code 08/EB drives licence will an added advantage.	required	R92000 Per Annum

COMMUNITY SAFETY DIRECTORATE

KDMFS 02: 2 X DIVISIONAL OFFICERS (TASK GRADE 12 R253 820.28 – R329 476.20 P.A.)

Requirements: Gr.12; Fire fighter 1 & fire fighter 2; Hazmat Awareness; Hazmat Operations; Basic Ambulance certificate; Peace Officer Certificate; Supervisory Certificate & Code C1/10 driver's license. Higher certificate at an NQF level 5 or equivalent or studying towards NQF 5 & Driver Pump Operator Certificate will be added advantage. 4 – 5 years supervisory experience.

Duties: Manages the procedural applications; interventions and activities of the fire & emergency division through the planning, training and co-ordination of priorities and resources; reporting on outcomes and proposing opportunities for improving service levels; formulating approaches and plans to address fire safety and fire prevention, providing advice, information and guidelines on mission critical initiatives related to legislative imperatives with a view to sustaining remedial interventions contingency plans, emergency preparedness, rapid and effective response to disasters and supporting an integral approach to the building of resilient individuals, households and communities and post disaster recovery and rehabilitation, and implementing corrective measures to improve the status of the function or address deviations in order to ensure a safe and secure environment is established and maintained.

KDMFS 04: 2 X STATION OFFICERS (TASK GRADE 11 R214 996.20 – R279 085.92 P.A.)

Requirements: Gr.12; Fire fighter 1 & fire fighter 2; Hazmat Awareness; Hazmat Operations; Basic Ambulance certificate; Applying Safety; Healthy and Environment Principles and Procedures Certificate; & Code C1/10 driver's license. Higher certificate at an NQF level 5 or equivalent or studying towards NQF 5 & Driver Pump Operator Certificate will be added advantage. 2-3 years supervisory experience.

Duties: Co-ordinates activities associated with Fire & Emergency services through the application of laid down firefighting and rescue procedures; Executive operational plans and monitoring outcomes; conducting fire plan evaluations and conducting inspections (business license, building, fire hydrant and general inspections); coordinating training initiatives

internal & external and responding to fire & emergency services and disaster management call-outs; inspection and complains for fire protection and prevention; carrying out specialised 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.

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, OK MALL BUILDING, 34 Chief Albert Luthuli Street, KwaDukuza

2. The Closing Date and time **TUESDAY, 29 NOVEMBER 2016, at 12H00. No Applications** will be accepted after the closing date and time. **For Enquiries please contact 032-4375153/5142**

4. Please DO NOT fax or e-mail applications. **Please DO NOT submit applications on Z83 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 off the closing date may consider their applications unsuccessful. Council reserves the right no to appoint. Canvassing to Councillor's in form of gifts is prohibited.

N. J. MDAKANE
MUNICIPAL MANAGER
DATE:16 /11/2016
MN: 172/2016
