



VACANCY/INTERNSHIP

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.

Business Unit	FINANCE
Post	CLERK
Notice No.	MN:104/2025
Reference No.	KZ292FSRC 009
Task Grade	T6
Remuneration	R166 519,44 - R216 174.84 per annum
Requirements	A Grade 12 at an NQF level 4, Computer literate (MS Word, Excel and Outlook), 1-year relevant clerical/office administration and or general accounting experience preferably in a local municipal environment.
Duties	<ul style="list-style-type: none"> <input type="checkbox"/> Attending to email, Telephonic and over the counter queries <input type="checkbox"/> Checking that the information recorded on the documents are captured correctly on the accounting system. <input type="checkbox"/> Keeping records of documents that are checked <input type="checkbox"/> Reporting Variances to supervisor <input type="checkbox"/> Relieving at enquiries as when required <input type="checkbox"/> Perform cash count when required <input type="checkbox"/> Capturing/Deleting of ACB forms <input type="checkbox"/> Recording electronic meter readings <input type="checkbox"/> Doing transfer journals for misallocated payments <input type="checkbox"/> Filing of documents

INTERNSHIP PROGRAMME

Business Unit	CORPORATE SERVICES
Post	INTERN: INFORMATION TECHNOLOGY
Stipend	R60 000,00 PER ANNUM
Requirements	Grade 12 + An appropriate Degree/National Diploma in Information Technology or equivalent qualification.

NB: Applicants must not be over 35 years of age and those who have previously participated in an internship programme will not be considered.

PLEASE NOTE:

- Applications are to be addressed to the **Municipal Manager, KwaDukuza Municipality, P.O. Box 72, KwaDukuza, 4450** for the attention of the Human Resources Department, and may be posted or hand delivered. (Note that hand delivered applications must be deposited on the application box for vacancies, 34 Chief Albert Luthuli Street **OK MALL BUILDING** KwaDukuza) For enquiries Please call **032 437 5142/ 5150**.
- The Closing date and time is **Wednesday 18 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.
- Canvassing to Councilors/ Managers for preference on appointment is prohibited and may lead to disqualification of applicants.