



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20231220/1355
Advert Reference Number:	KZNCOGTA 148/2023 (MAG)
Job Title:	MUNICIPAL PRACTITIONER: MUNICIPAL ADMINISTRATION
Job Level:	7
Vacancy Type:	Internal & External
Salary:	R294 321 PER ANNUM-
Department:	KZN COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Pietermaritzburg
Number Of Posts:	2

Duties/Responsibilities:

The successful candidate will be required to facilitate and support efficient municipal administration with the following key responsibilities: - Support municipalities with the processing of applications relating to the disposal of municipal-owned immovable properties in terms of Provincial Gazette Notice No. 1369 dated 17 August 2006; Support municipalities with the processing of applications in terms of section 190 of the Local Authorities Act No. 25 of 1974, relating to the proposed expropriation of immovable property and/or servitude rights; Support municipalities, members of the public, other Departments and/or the private sector with the processing of applications in terms of sections 211 and 212 of the Local Authorities Act No. 25 of 1974, relating to the proposed permanent closure of municipal roads, streets and public open spaces; Support municipalities with the processing of applications in respect of various statutory applications, including Exhumations, Pounds and Councillor-Related Matters; Provide advice and guidance to municipalities, councillors, members of the public and other relevant stakeholders, such as the private sector, Departments at Provincial and National level, Parliament and the Public Protector relating to municipal administration matters, queries and complaints; Exercise control over staff.

Qualifications and Experience:

The ideal candidate must be in possession of a Grade 12 or equivalent qualification coupled with at least 3 years' experience in the local government environment after qualification.

Essential Knowledge, Skills and Competencies Required:

The successful candidate must have: Report writing skills, Good Interpersonal skills ; Good communication skills; Knowledge of policy analysis and project management; Knowledge of relevant local government legislation; Planning and organising skills; Conflict resolution and time management skills; Decision making and problem-solving skills; Financial management skills; Good communication skills (verbal & written); Computer literacy in MS Office; A valid code 8 driver's licence

Additional Information

ENQUIRIES: Ms A Reddy TELEPHONE: 033-355 6474/5

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 29 Dec 2023

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a)The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b)If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c)Applications received after the closing date will not be considered.
- d)Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e)Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f)Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g)It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h)Only candidates who meet the requirements may apply.
- i)Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j)Applications from Recruitment Agencies will not be considered.
- k)Applications sent to incorrect email address will not be considered.
- l)The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m)The appointed candidate shall be required to sign a performance agreement.
- n)Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o)The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.