



**KING CETSHWAYO**  
DISTRICT MUNICIPALITY

# **VACANCIES**

**CLOSING DATE: 20 AUGUST 2025 AT 16H00**

**VACANCIES:**

<b>DEPARTMENT</b>	<b>POSITION</b>
<b>1. Corporate Services</b>	<ul style="list-style-type: none"><li>❖ Senior Manager: Administration</li><li>❖ Manager: Legal Services</li><li>❖ Administrator: ICT</li><li>❖ General Assistant: Cleaner (x2 post)</li></ul>
<b>2. Financial Services</b>	<ul style="list-style-type: none"><li>❖ Junior Accountant (Budgets)</li><li>❖ Finance Treasury Intern (x1 post)</li><li>❖ Finance Internship (x5 post)</li><li>❖ Finance Work Integrated Learning Intern (x5 post)</li></ul>
<b>3. Planning and Economic Development</b>	<ul style="list-style-type: none"><li>❖ Tourism Marketing Officer</li></ul>

## VACANCIES:

Applications are invited from suitably qualified persons for the appointment to the following positions at King Cetshwayo District Municipality

Applications must reach Corporate Services Department: Human Resources Section **not later than 20 August 2025 @ 16h00.**

Candidates must state clearly the position to which appointment is sought.

**DEPARTMENT: CORPORATE SERVICES****SENIOR MANAGER: ADMINISTRATION**

<b>TASK LEVEL</b>	<b>T19</b> <b>(Permanent post)</b>
<b>BASIC SALARY</b>	<b>R1 035 588.68 per annum (Minimum – excluding benefits)</b>  In addition, fringe benefits include a 13 <sup>th</sup> cheque, membership of the provident fund, group life insurance, medical aid , travel allowance and housing allowance.
<b>ADVERTISED</b>	<b>INTERNAL/ WEBSITE / ZULULAND OBSERVER / ILANGA</b>
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Applicants must possess Grade 12 certificate and a Bachelor's Degree in Administration or equivalent NQF level 7 qualification</li><li>• The post requires 3-5 years' managerial experience in Local Government Administration</li><li>• In addition, applicants must possess valid code EB driver's license and must be Computer Literate- MS Office Applications.</li></ul>
<b>KEY PERFORMANCE AREAS:</b>	<p>❖ <b>MANAGEMENT FUNCTIONS:</b></p> <ul style="list-style-type: none"><li>• <b>FORWARD PLANNING</b></li><li>• <b>PRODUCTIVITY/ PERFORMACE AND PERSONNEL MANAGEMENT</b></li></ul> <p>❖ <b>ADMINISTRATION:</b></p> <ul style="list-style-type: none"><li>• <b>FINANCIAL CONTROL AND RISK MANAGEMENT</b></li><li>• <b>CORRESPONDENCE, RECORDS AND DOCUMENTATION MANAGEMENT</b></li><li>• <b>GOVERNANCE AND COUNCIL SECRETARIAT</b></li><li>• <b>ADMIN GENERAL SUPPORT SERVICES</b></li><li>• <b>PERFORMANCE MANAGEMENT</b></li></ul>

**DEPARTMENT: CORPORATE SERVICES****MANAGER: LEGAL SERVICES**

<b>TASK LEVEL</b>	<b>T15 (Permanent post)</b>
<b>BASIC SALARY</b>	<b>R614 587,75 per annum (Minimum – excluding benefits)</b>  In addition, fringe benefits include a 13 <sup>th</sup> cheque, membership of the provident fund, group life insurance, medical aid , travel allowance and housing allowance.
<b>ADVERTISED</b>	<b>INTERNAL/ WEBSITE / ZULULAND OBSERVER / ILANGA</b>
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Applicants must possess Grade 12 certificate and LLB Degree / equivalent Legal qualification NQF Level 7</li><li>• 3-4 years post admission as an Attorney or Advocate</li><li>• The post requires 3-4 years' experience in Legal environment.</li><li>• In addition, applicants must possess valid code EB driver's license and must be Computer Literate- MS Office Applications, PowerPoint.</li></ul>
<b>KEY PERFORMANCE AREAS:</b>	<p>❖ <b>LEGAL MANAGEMENT FUNCTIONS:</b></p> <ul style="list-style-type: none"><li>• <b>PLANNING &amp; IMPLEMENTATION</b></li><li>• <b>PERSONNEL AND PERFORMANCE MANAGEMENT</b></li></ul> <p>❖ <b>OPERATIONAL MANAGEMENT:</b></p> <ul style="list-style-type: none"><li>• <b>LEGAL AWARENESS: BY-LAW FORMULATION</b></li><li>• <b>PROVISION OF LEGAL ADVICE</b></li><li>• <b>LEGAL COMPLIANCE FUNCTIONS</b></li></ul>

**DEPARTMENT: CORPORATE SERVICES****ADMINISTRATOR: ICT**

<b>TASK LEVEL</b>	<b>T6</b> <b>(Permanent post)</b>
<b>BASIC SALARY</b>	<b>R174 862.03 per annum (Minimum – excluding benefits)</b>  In addition, fringe benefits include a 13 <sup>th</sup> cheque, membership of the provident fund, group life insurance, medical aid and housing allowance.
<b>ADVERTISED</b>	<b>INTERNAL / WEBSITE / ZULULAND OBSERVER /ILANGA</b>
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Applicants must possess Grade 12 certificate and a National Diploma in IT or Library and Information Science or equivalent qualification</li><li>• The post requires 1-2 years' relevant administrative experience in the ICT Helpdesk</li><li>• In addition, applicant must be Computer Literate.</li></ul>
<b>KEY PERFORMANCE AREAS:</b>	<ul style="list-style-type: none"><li>❖ <b>ICT SYSTEMS ADMINISTRATION SUPPORT:</b><ul style="list-style-type: none"><li>• <b>ADMINISTRATION &amp; CALL LOGGING</b></li><li>• <b>RECORDKEEPING &amp; REPORTING</b></li><li>• <b>INTERNAL &amp; EXTERNAL COMMUNICATION</b></li></ul></li></ul>

**DEPARTMENT: CORPORATE SERVICES****GENERAL ASSISTANT (CLEANER) X2 POST**

<b>TASK LEVEL</b>	<b>T3</b> <b>(Permanent post)</b>
<b>BASIC SALARY</b>	<b>R132 227.94 per annum (Minimum – excluding benefits)</b>  In addition, fringe benefits include a 13 <sup>th</sup> cheque, membership of the provident fund, group life insurance, medical aid and housing allowance.
<b>ADVERTISED</b>	<b>INTERNAL / WEBSITE / ZULULAND OBSERVER / ILANGA</b>
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Applicants must possess Basic Adult literacy – ABET level 4</li><li>• The post requires 2- 3 weeks' relevant experience.</li><li>• In addition, applicant must reside within King Cetshwayo District and must attach proof of residence from the respective Councilor.</li></ul>
<b>KEY PERFORMANCE AREAS:</b>	<b>❖ CLEANING FUNCTIONS:</b> <ul style="list-style-type: none"><li>• <b>CLEANING AND MAINTAINING HYGIENCE STANDARDS</b></li><li>• <b>BEVERAGE / REFRESHMENTS SUPPORT</b></li></ul>
<b>PHYSICAL REQUIREMENTS OF THE POST:</b>	<ul style="list-style-type: none"><li>▪ <b>Must be physically fit and able bodied</b></li></ul>

**DEPARTMENT: FINANCIAL SERVICES****JUNIOR ACCOUNTANT (BUDGETS)**

<b>TASK LEVEL</b>	<b>T9 (Permanent post)</b>
<b>BASIC SALARY</b>	<b>R267 989.35 per annum (Minimum – excluding benefits)</b>  In addition, fringe benefits include a 13 <sup>th</sup> cheque, membership of the provident fund, group life insurance, medical aid and housing allowance.
<b>ADVERTISED</b>	<b>INTERNAL / WEBSITE / ZULULAND OBSERVER /ILANGA</b>
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Applicants must possess Grade 12 certificate and a National Diploma in Accounting or Cost Management Accounting NQF level 6 qualification or equivalent qualification.</li><li>• The post requires 2 years' relevant experience.</li><li>• In addition, applicants must possess valid code EB driver's license and must be Computer Literate- MS Office Applications.</li></ul>
<b>KEY PERFORMANCE AREAS:</b>	<ul style="list-style-type: none"><li>❖ <b>GENERAL ADMINISTRATION:</b></li><li>❖ <b>FINANCIAL ADMINISTRATION:</b><ul style="list-style-type: none"><li>• <b>INFORMATION RECORDING AND PROCESSING</b></li></ul></li></ul>



**DEPARTMENT: FINANCIAL SERVICES****FINANCE TREASURY INTERNSHIP (X1 Post)**

<b>FIXED STIPEND</b>	<b>R100 000.00 PER ANNUM</b> <b>(Fixed Term Contract)</b>
<b>ADVERTISED</b>	<b>INTERNAL / WEBSITE / ZULULAND OBSERVER /ILANGA</b>
<b>DURATION OF INTERNSHIP</b>	<b>3 YEARS</b>
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"><li>▪ Applicants must possess Grade 12 certificate, National Diploma or Degree in Finance or Accounting NQF Level 6 qualification.</li><li>▪ Applicants must be between 18-35 years of age, must reside within King Cetshwayo District and must attach original proof of residence from respective Councilor.</li><li>▪ Applicants should have not undergone any internship programme before.</li><li>▪ Valid Code EB driver's license will be an added advantage.</li></ul>

Applicants are required to submit their tertiary academic results of their completed qualification.

The interns will sign an internship agreement, which is in addition to the employment contract. The effect of the agreement is to ensure commitment to the programme, which requires, among others full participation in the educational and workplace assignments and observance of policies and procedures.

**DEPARTMENT: FINANCIAL SERVICES****FINANCE INTERNSHIP (X5 Post)**

<b>FIXED STIPEND</b>	<b>R60 000.00 PER ANNUM</b> (Fixed Term Contract)
<b>ADVERTISED</b>	<b>INTERNAL / WEBSITE / ZULULAND OBSERVER /ILANGA</b>
<b>DURATION OF INTERNSHIP</b>	<b>TWO YEARS</b>
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"><li>▪ Applicants must possess Grade 12 certificate, National Diploma / Degree in Finance or Accounting</li><li>▪ Applicants must be between 18 - 35 years of age, must reside within King Cetshwayo District and must attach original proof of residence from the respective Councilor.</li><li>▪ Applicants should have not undergone any internship programme before.</li><li>▪ Valid Code EB driver's license will be an added advantage.</li></ul>

Applicants are required to submit their tertiary academic results of their completed qualification.

The interns will sign an internship agreement, which is in addition to the employment contract. The effect of the agreement is to ensure commitment to the programme, which requires, among others full participation in the educational and workplace assignments and observance of policies and procedures.

**DEPARTMENT: FINANCIAL SERVICES****FINANCE WORK INTERGRATED LEARNING INTERN (X5 Post)**

<b>FIXED STIPEND</b>	<b>R60 000.00 per annum</b> (Fixed Term Contract)
<b>ADVERTISED</b>	<b>UMFOLOZI TVET COLLEGE /ZULULAND OBSERVER AND ILANGA</b>
<b>DURATION OF INTERNSHIP</b>	<b>18 months programme</b>
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"><li>▪ Applicants must possess Grade 12 certificate and Report 191 Programme N6 Financial Management</li><li>▪ To apply, applicants should:<ul style="list-style-type: none"><li>○ Be or have been a student at uMfolozi TVET College and attach a letter from uMfolozi TVET college to request in serve training</li><li>○ Submit comprehensive CV with cover letter</li><li>○ Be between 18 -35 years of age, must reside within King Cetshwayo District and must attach original proof of residence from the respective Councilor.</li><li>○ Have not undergone any internship programme before</li><li>○ Submit certified copies of identity document, Grade 12 certificate and academic results of their completed Report 191 Programmes N6 Financial Management with uMfolozi TVET College.</li></ul></li></ul>

Applicants are required to submit their tertiary academic results of their completed qualification.

The interns will sign an internship agreement, which is in addition to the employment contract. The effect of the agreement is to ensure commitment to the programme, which requires, among others full participation in the educational and workplace assignments and observance of policies and procedures.

**DEPARTMENT: PLANNING AND ECONOMIC DEVELOPMENT****TOURISM MARKETING OFFICER**

<b>TASK LEVEL</b>	<b>T11 (Permanent post)</b>
<b>BASIC SALARY</b>	<b>R356 209.09 per annum (Minimum – excluding benefits)</b>  In addition, fringe benefits include a 13 <sup>th</sup> cheque, membership of the provident fund, group life insurance, medical aid and housing allowance.
<b>ADVERTISED</b>	<b>INTERNAL / WEBSITE / ZULULAND OBSERVER /ILANGA</b>
<b>MINIMUM REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Applicants must possess Grade 12 certificate and a National Diploma in Public Relations / Tourism Management – NQF level 6 or equivalent qualification.</li><li>• The post requires 2- 3 years' experience.</li><li>• In addition, applicants must possess valid code EB driver's license and must be Computer Literate- MS Office Applications.</li></ul>
<b>KEY PERFORMANCE AREAS:</b>	<ul style="list-style-type: none"><li>❖ <b>FUNCTIONAL COORDINATION:</b><ul style="list-style-type: none"><li>• TOURISM ADMINISTRATION</li></ul></li><li>❖ <b>ADMINISTRATION FUNCTIONS:</b><ul style="list-style-type: none"><li>• RECORDS AND CORRESPONDENCE</li></ul></li></ul>

**CLOSING DATE: 20 AUGUST 2025**

In terms of the Municipality's Recruitment Policy, this position is open to candidates from the designated group; however, preference will be given to candidates as per the Municipality's Employment Equity Plan.

The Municipality will take into consideration the objectives of the Employment Equity Act (Act 55 of 1998) in the filling of these vacancies.

All shortlisted candidates will be subjected to security vetting and Competency Assessments.

Applications must clearly indicate "POST TITLE", consist of a COMPREHENSIVE CV IN ENGLISH, application form obtainable from our website together with certified other supporting documents. "All applications must be accompanied by a signed proof of residence by the respective Ward Councilor". These must be addressed to the: Municipal Manager, King Cetshwayo District Municipality, Private Bag X1025, Richards Bay, 3900 or handed in at the Corporate Services Department, Reception Ground Floor at Prince Mangosuthu Buthelezi House, Corner Kruger Rand & Barbados Bay Road, Richards Bay CBD by no later than 20 August 2025 at 16H00. Applications received after the closing date will not be accepted or considered.

Enquiries may be directed to the Senior Manager: Human Capital, Ms AS Shandu on (035) 799 2500. Please note: Faxed and emailed applications will not be accepted.

Canvassing of councillors and officials may lead to candidates being disqualified and the Municipality reserves the right to appoint or not to appoint.

Should you not hear from the Municipality within 30 days of the closing date of the advert, please consider your application as being unsuccessful.

NB: The Municipality will not compensate applicants for any travelling and accommodation expenses incurred during all stages of the recruitment process.

The Municipality subscribes to an Affirmative Action Programme, which is non-racist, non-sexist, non-discriminatory and based on merit.

**MR. PP SIBIYA  
MUNICIPAL MANAGER  
KING CETSHWAYO DISTRICT MUNICIPALITY**