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NOTICE NO. 11 OF 2024

EXTERNAL STAFF VACANCIES

Applications are invited from suitably qualified persons for the below-mentioned post/s. King Sabata Dalindyebo Municipality is committed to employment practices that redress past imbalances in respect of race, gender, creed and disability, and as such the relevant policy will be considered during selection and placement.

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| DEPARTMENT | : | Technical Services |
| POST | : | General Manager: Electrical Services |
| GRADE | : | T.A.S.K. 18 |
| EMPLOYMENT | : | PERMANENT EMPLOYMENT CONTRACT |
| SALARY SCALE | : | R 861,840.00 – 1,118,752.00 PER ANNUM (Plus Benefits) |

MINIMUM REQUIREMENTS

- Matric;
- Bachelor's Degree in Electrical Engineering at NQF 7;
- At least 5 year's work-related experience of which at least five (5) years must be at managerial level;
- Valid driver's license;
- Computer literacy with all office applications;
- Compliance in terms of Financial and Supply Chain Management competency areas in terms of Government Notice R493 as published in Government Gazette no. 29967 of 15 June 2007 will be an added advantage;

- Registered as Professional Engineer;
- COMPULSORY: Possession of a Government Certificate of Competency, category (c) or (d) (Factories/Electrical) as contemplated in the General Machineries Regulations, Section 2 Alternatively, obtain the requirement within twelve [12] months.

KEY PERFORMANCE AREAS (but not limited to)

- Manage and control the key performance and result indicators associated with the provisioning and maintenance of electrical infrastructure services to the community and maintain the electrical;
- Oversee the management, monitoring and controlling of operational / capital projects and the budget of the division,
- Oversee the management of electoral meeting, electrical operations and maintenance, electrical networks, and electrical planning and programmes;
- Oversee project management and contract management on electoral services programme,
- Manage the operations and maintenance of all electricity networks, substations and municipal buildings;
- Performs Infrastructure asset and electricity demand management;
- Monitor implementation of Risk Management and Supply Chain Management strategies;
- Disseminate information and guidance with relation to performance management of the human capital of the division;
- Render management and line function administrative support services to the division;
- Enhancing municipal revenue through improving core revenue processes, systems, data quality;
- Develop Smart City Concept and oversee implementation ;
- Manage alternative energy development programmes and SSEG;
- Ensure compliance and implementation on the Municipal By Laws

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| DEPARTMENT | : | Office of the Municipal Manager |
| POST | : | Manager: IDP |
| GRADE | : | T.A.S.K. 16 |
| EMPLOYMENT STATUS | : | PERMANENT EMPLOYMENT CONTRACT |
| SALARY SCALE | : | R 618, 344.00 – R 802, 662 PER ANNUM (Plus Benefits) |

MINIMUM REQUIREMENTS

- Grade 12
- Bachelor's Degree in Development Studies or Town Planning or Bcom: Economics or equivalent qualification at NQF level 7;
- A qualification in statistics will be an added advantage.
- At least 5 years work-related experience of which at least 3 years must be at management or supervisory level in local government.
- A valid driver's license is essential; and
- Proof of Computer literacy with all office applications.

SKILLS REQUIRED

- Thorough knowledge of IDP planning processes and Local Government Sector processes;
- Sound knowledge of research and analytical theories and practices;
- Excellent report writing and presentation skills;
- Sound communication skills;
- Good computer knowledge in office applications;

KEY PERFORMANCE AREAS (INCLUDE BUT NOT LIMITED TO)

- Manage and Co-ordinate all processes relating to IDP and ensure Municipal legislative compliance in this area;
- Identifies and defines the immediate, short and long term objectives/ plans and controls associated with integrated development planning;
- Implementing new developments and legislative imperatives supporting IDP development procedures and policies;
- Presenting action plans of IDP interventions through the implementation and monitoring of the Integrated Development Plan necessary to achieve

acceptable levels and standards of service delivery to the relevant stakeholders for consideration and inclusion into the Municipality's short/medium-term performance and service delivery plans;

- Managing the development of the IDP Review Process Plan and liaise with all relevant municipal Department and other spheres of government to ensure alignment of plans;
- Consultation with the District Municipality and other relevant stakeholders, to ensure alignment of Municipality's IDP process with the District IDP Framework;
- Preparing submissions/ reports to specific Portfolio Committees and MANCOM for perusal and discussion;
- Plans and implements the formulation of specific policies and procedures associated with the IDP;
- Manages key requirements associated with the formulation and/ or review of the Integrated Development Plan;
- Controls the Key Performance Indicator's and outcomes of personnel within the Section;
- Preparing capital and operating estimates and controls expenditure against the approved sectional budget allocations;
- Disseminates functional and operational information on the immediate, short and long term objectives and current IDP developments, problems and constraints;
- Manages specific administrative and reporting requirements associated with the key performance and result indicators of the functionality.

DEPARTMENT : **TECHNICAL SERVICES**

POST : **MANAGER: ROADS**

GRADE : **T.A.S.K. 16**

EMPLOYMENT STATUS : **PERMANENT EMPLOYMENT CONTRACT**

SALARY SCALE : **R 618, 344.00 – R 802, 662 PER ANNUM (Plus Benefits)**

MINIMUM REQUIREMENTS

- Grade 12

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- At least Bachelor of Technology in Civil Engineering or relevant qualification at NQF level 7;
- At least 5 years work-related experience of which 3 years must be at management or supervisory level;
- A valid driver's license is essential; and
- Proof of Computer literacy with all office applications.
- Registered as a professional with ECSA will be an added advantage.

KEY PERFORMANCE AREAS (INCLUDE BUT NOT LIMITED TO)

- Manage the long medium term- and short-term planning of the Roads and Stormwater Management.
- Management, administration and Monitoring and Evaluation of EPWP Programme.
- Manages the implementation and Development of specific policies, procedures, systems and controls for Roads and Stormwater;
- Plan, monitor and control the design and construction of roads and stormwater infrastructure.
- Manages roads and stormwater maintenance and drain-laying services.
- Approve, maintain and perform road marking and signage services for all municipal streets.
- Manage the implementation of special projects for road maintenance and re-graveling;
- Manages the Formulation of Specific Contracts and Tender Documents and Controls Contractual Obligations With Specific Service Providers pertaining to the section.
- Manages the Key Performance Indicator's and outcomes of personnel within the Section.
- Responsible for asset management of roads including Infrastructure planning / Design /operation.
- Responsible for overall OHS requirements of Roads Infrastructure and equipment.
- Responsible for management, supervision and monitoring of yellow fleet and municipal vehicle within Roads Section.

- Liaise with other Roads Authorities on behalf of KSD Municipality.
- Responsible for Financial Management including Budget, Expenditure, Risk Management and cash flow management.
- Manage Roads section staff as well the roads depot facilities and equipment.
- Attend to Management meetings and conduct sectional meetings.
- Ensure the enhancement and implementation of performance management within the section;
- Provide input into the Department's annual budget process, including the coordination and monitoring of the Unit's budget to ensure organizational targets are achieved.

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| DEPARTMENT | : | PUBLIC SAFETY |
| POST | : | MANAGER: COMMUNITY SAFETY, RESEARCH PLANNING AND PARTNERSHIPS |
| GRADE | : | T.A.S.K. 15 |
| EMPLOYMENT STATUS | : | PERMANENT EMPLOYMENT CONTRACT |
| SALARY SCALE | : | R 549, 196 – R 712, 892 PER ANNUM (Plus Benefits) |

MINIMUM REQUIREMENTS

- Grade 12
- Bachelor's Degree in Public Administration, Governance and Development, Policing or relevant qualification at NQF level 7 as recognised by SAQA.
- A qualification or Training in Community Safety Planning will be an added advantage.
- At least 5 years work related experience of which 3 years must be at management or supervisory level.
- A valid driver's license code B and
- Proof of Computer literacy with all office applications.

KEY PERFORMANCE AREAS (INCLUDE BUT NOT LIMITED TO)

- Manage the long medium- and short-term planning of the Community Safety;
- Support senior officials and elected Members (Council) in engaging with other agencies at a local, district and regional level to ensure a coordinated and shared approach to reducing crime and the fear of crime in King Sabata Dalindyebo Municipality.
- Develop and maintain constructive relationships with the Police, other stakeholders in the Justice, Crime Prevention and Security Cluster (JCPS) and relevant private, community and voluntary groups in establishing and directing the work of ad hoc groups and tasking teams tackling community safety priorities.
- Manages integrated social crime prevention programmes within the Municipality by means of ensuring that all crime prevention structures (CPFs, CSFs, WBCSF and School Safety Forums) are vibrant with clear action plans;
- Work closely and cooperatively with the Director in identifying crime hot spots and trends having an impact on regeneration, economic development, and community cohesion priorities, and ensuring coordination of service delivery and multi-agency work in support of the Council's corporate aims and objectives.
- Manage the implementation of special projects for the Community Safety;
- Coordinate research for the Community Safety
- Ensure integration of community safety into the IDP
- Ensure the enhancement and implementation of performance management within the Community Safety;
- Provide input into the Department's annual budget process, including the coordination and monitoring of the Unit's budget to ensure organizational targets are achieved.

DEPARTMENT : **OFFICE OF THE CHIEF OPERATIONS OFFICER**
POST : **MANAGER: SUPPORT SERVICES**
GRADE : **T.A.S.K. 15**
EMPLOYMENT STATUS : **PERMANENT EMPLOYMENT CONTRACT**
SALARY SCALE : **R549, 196 – R 712, 892 PER ANNUM (Plus benefits)**

MINIMUM REQUIREMENTS

- Grade 12
- Bachelor's Degree in Public Administration or relevant qualification at NQF level 7;
- At least 5 years work related experience of which 3 years must be at management or supervisory level in local government and administration;
- A valid driver's license is essential; and
- Proof of Computer literacy with all office applications.

KEY PERFORMANCE AREAS (INCLUDE BUT NOT LIMITED TO)

- Manage the administrative functions regarding the preparation of documents and correspondence for circulation for the office of the Chief Operations Officer;
- Manage the administrative and reporting requirements of the functionality;
- Manage and coordinates performance management requirements for the Office of the Chief Operations Officer;
- Manage key processes, procedural risk applications associated with the functionality.
- Manage the maintenance of correspondence/ information and recordkeeping system and accesses records of discussions, instructions and correspondence.
- Manage Administrative dimension associated with the processing of departmental queries and complaints.
- Manage activities associated with financial administration and reporting;
- Manage and monitor preparation for and coordination of the audit.

DEPARTMENT : **BUDGET AND TREASURY OFFICE**
POST : **ASSISTANT MANAGER: CONTRACTS AND PERFORMANCE MONITORING**
GRADE : **T.A.S.K. 12**
EMPLOYMENT STATUS : **PERMANENT EMPLOYMENT CONTRACT**
SALARY SCALE : **R 375, 789.00 - R 487 800.00 PER ANNUM (PLUS BENEFITS)**

MINIMUM REQUIREMENTS

- Matric
- National Diploma: Accounting or any equivalent related qualification majoring with Financial Accounting 3 at NQF 6.
- B. Comm Degree in Economics and Supply Chain Management will be an added advantage.
- At least 3 years work-related experience in contract management.
- Valid driver's licence.
- Proof of Computer Literacy with office applications
- Compliance with the relevant Minimum Competency Levels for Financial Officials as prescribed, will be an added advantage.

KEY PERFORMANCE AREAS (but not limited to)

- Co-ordinate and control the key performance and result indicators associated with Contract, Compliance Management and Performance Monitoring;
- Participate in and contribute to the development of Policies and Standard Operating Procedures;
- Monitor contract management and administration processes;
- Administrates and control Vendor Performance for all procurement;
- Coordinates the pre-Audit review process and provide input on findings;
- Attends to and controls tasks/activities associated with personnel performance, productivity and discipline
- Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality
- Draft and compile compliance reports for submission to immediate superior.

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DEPARTMENT : PUBLIC SAFETY
POST : SUPERINTENDENT – TRAFFIC SERVICES (MTHATHA)
GRADE : T.A.S.K. 10
EMPLOYMENT STATUS: PERMANENT EMPLOYMENT CONTRACT
SALARY SCALE : R 269, 625.00 – R349, 972.00 per annum (Plus benefits)

MINIMUM REQUIREMENTS

- Grade 12
- National Diploma: Road Traffic and Municipal Police Management: Municipal and Traffic Policing or relevant traffic diploma at NQF level 5
- At least 4 years' work-related experience as a senior traffic officer.
- Valid Drivers Licence Code B
- NB: Applicants must provide a valid police clearance certificate not older than 6 months on the day of the interview.
- Registered as a traffic Officer;

KEY PERFORMANCE AREAS (Include but not limited to)

- Responsible for operational command of the Traffic Law Enforcement Service.
- Co-ordinates specific sequences associated with the provision of education and creating awareness of potential risks w.r.t. traffic safety.
- Perform all traffic officers duties in terms of National Road Traffic Act, No 93 of 1996;
- Monitor and control the issuing of section 341 and section 56 notices;
- Co-ordinates and monitors the implementation of laws and by-laws related to Public Safety/Protection Services.
- To execute warrants of arrests and attend to court cases;
- Coordinate and provide escort services to VIPs.
- Co-ordinates and attends to specific administrative recording and recordkeeping and completes specific reports, statutory documentation and registers
- Supervising personnel/sub-ordinates, leading and guiding staff, supply direction and advice to personnel and delegates tasks
- Administering road accidents, road safety unit and supporting emergency and rescue personnel during major disasters

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| DEPARTMENT | : | BUDGET AND TREASURY OFFICE |
| POST | : | ACCOUNTANT - STORES |
| GRADE | : | T.A.S.K. 09 |
| EMPLOYMENT STATUS | : | PERMANENT EMPLOYMENT CONTRACT |
| SALARY SCALE | : | R 239, 475. 00 – R 310, 843.00 per annum (plus Benefits) |

MINIMUM REQUIREMENTS

- Grade 12
- National Diploma: Inventory and Stores Management or Diploma: Logistics or relevant qualification at NQF Level 6;
- At least 2 years' work-related experience in stores;
- VALID Driving License.
- Proof of Computer literacy with all office applications;

KEY PERFORMANCE AREAS (include but not limited to)

- coordinate, control and apply stores management practices and procedures in order to administer and manage the receipt, safeguarding and issuing of store items, recording applications with respect to general consumable stock items and assets,
- Reviewing of Stores Reconciliation and formulation of journal entries for the stores section; and
- Apply logistics management practices,
- Coordinate specific accounting procedures associated with stores and inventory management
- Coordinates demand analysis applications with respect to establishing the requirements against available resources,
- Maintains an excellent cooperative relationship with service providers/vendors and contractors,
- Attend to and controls tasks/activities associated with personnel performance, productivity and discipline,
- Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality,
- Draft and compile compliance reports for submission to Management and

- Coordinate inputs towards efficient and effective audit processes pertaining to Store Controlling Services

DEPARTMENT : **PUBLIC SAFETY**

POST NAME : **SENIOR INSPECTOR: LAW ENFORCEMENT (MTHATHA)**

GRADE : **T.AS.K. 09**

EMPLOYMENT STATUS: **PERMANENT EMPLOYMENT CONTRACT**

SALARY SCALE : **R 239,475.00 – R310, 843.00 per annum (Plus benefits)**

MINIMUM REQUIREMENTS

- Grade 12 or equivalent;
- At least Diploma in Policing or relevant qualification at NQF level 5.
- At least 4 years work related experience in law enforcement.
- Valid Driving licence Code B.
- Firearm Competence Certificate;
- NB: Applicants must provide a valid police clearance certificate not older than 6 months on the day of the interview.

KEY PERFORMANCE AREAS (INCLUDE BUT NOT LIMITED TO:)

- Monitor the implementation of law enforcement strategies and enforcement of Municipal By-Laws
- Coordinate the issuing of summons and notices to ensure the executing of law enforcement activities.
- Recommend schedule work activities and dispatch teams.
- Approve duty rosters and operational plans.
- Monitor law enforcement campaigns in conjunction with Traffic Services, SAPS and other law enforcement agencies.
- Coordinate inspection of local area and attend to specific security operations and acts on situation / behaviour deemed to be inappropriate or non-conforming.
- Submits debriefing reports to superiors;
- Attend to complaints and investigation for law enforcement.
- Perform administrative duties attached and related to the nature of the post

DEPARTMENT : PUBLIC SAFETY
POST NAME : SENIOR EXAMINER – DLTC X 2 (MTHATHA AND MQANDULI)
GRADE : T.A.S.K. 09
EMPLOYMENT STATUS: PERMANENT EMPLOYMENT CONTRACT
SALARY SCALE : R 239,475.00 – R310, 843.00 per annum (Plus benefits)

MINIMUM REQUIREMENTS

- Grade 12;
- Diploma in Driving Licence Examination Grade A
- At least 3 years' work-related experience as examiner of driving licence.
- Valid Driving License Code EC and A Driving License;
- Proof of Computer Literacy with all office applications;
- Be registered as an examiner of driving licence;
- NB: Applicants must provide a valid police clearance certificate not older than 6 months on the day of the interview.

KEY PERFORMANCE AREAS (Include but not limited to)

- Coordinate and control driving license and learners testing.
- Monitor driving test operations and ensure compliance of the testing centre with relevant legislation and requirements.
- Monitor and combat any form of malpractice or violation of law.
- Supervise and control bookings.
- Monitor the process of renewal of drivers licence and professional driving permit (PDP).
- Compile specific reports, statutory documentation and registers.
- Supervise on capturing and updating of files of Enatis system.

DEPARTMENT : **PUBLIC SAFETY**
POST NAME : **SENIOR LICENSING OFFICER – MVRA X 1 (MQANDULI)**
GRADE : **T.A.S.K. 07**
EMPLOYMENT STATUS : **PERMANENT EMPLOYMENT CONTRACT**
SALARY SCALE : **R 179, 231.00 – R 232, 651 per annum (Plus benefits)**

MINIMUM REQUIREMENTS

- Senior Certificate
- Diploma: Administration in Licensing / transport management or relevant public administration qualification at NQF level 04.
- Proof of Computer Literacy with all Microsoft Office applications.
- At least 2 years work-related experience in Motor Registration Authority Licensing.
- Valid Driver's License
- Certificate in Enatis training will be an added advantage
- NB: Applicants must provide a valid police clearance certificate not older than 6 months on the day of the interview.

KEY PERFORMANCE AREAS (but not limited to)

- Perform all functions in terms of the Road Traffic Act no 93 of 1996.
- Issuing of face values documents to the licensing officers.
- Performing sensitive transactions.
- Coordinate correction of Vehicle particulars.
- Special classification of motor vehicles, tare and description changes.
- Authorize for licensing officers to issue sensitive transactions of a business.
- Perform application for lost registration certificate and request for the cancellation of payments to help desk.
- Conduct reconciliations.
- Supervising all cashiers

DEPARTMENT : TECHNICAL SERVICES
POST : ASSISTANT ARTISAN: WELDING
GRADE : T.A.S.K. 07
EMPLOYMENT STATUS: PERMANENT EMPLOYMENT CONTRACT
SALARY SCALE : R 188, 910.00 – R 245 218.00 per annum (PLUS BENEFITS)

MINIMUM REQUIREMENTS

- Grade 10
- National Training Certificate Level 3 in welding.
- At least 1 year work-related experience in welding.
- A Trade Test Certificate in Welding will be an advantage
- A valid driver's license will serve as an advantage

KEY PERFORMANCE AREAS (but not limited to)

- Assist the Artisan with general welding tasks in the maintaining, manufacturing and installation of structural equipment.
- General assistance by identifying and handling of welding equipment and tools.
- General housekeeping duties of workshop, cleans worksites and attends to the storage and safekeeping of tools and equipment.
- Checking the operating functionality of safety and warning devices and attending to the replacement thereof.
- Minor welding repairs

DEPARTMENT : PUBLIC SAFETY
POST : FIRE FIGHTER x 1
T.A.S.K. GRADE : 06
EMPLOYMENT STATUS: PERMANENT EMPLOYMENT CONTRACT
SALARY SCALE : R 156, 257.00 – R 202, 851.00 per annum (plus benefits)

MINIMUM REQUIREMENTS

- Grade 12

- Fire Fighter 1 and 2 qualification from SAESI or equivalent SAQA accredited qualification in Fire Technology or Fire Engineering Science IFSAC Accredited NFPA 1001 Firefighter II Certification
- At least 2 years' work-related experience in fire and rescue services;
- First Aid Level 3;
- Hazmat awareness certificate.
- Valid C1 Driver's License with PRDP

SKILLS REQUIRED:

- Must be physically and mentally fit and able bodied due to the nature of the fire fighter duties,
- Be able to read, write and speak
- Work under pressure
- Ability to make critical decisions in a life threatening environment
- Must be disciplined and punctual in reporting for duty
- Must be able to drive a variety of specialized vehicles and operates light and heavy driven machinery
- Comply to safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993) • Be able to work after normal working hours, during emergencies, shifts, standby and planned overtime.

KEY PERFORMANCE AREAS (but not limited to)

- Responsible for the protection of lives, property and environment
- Performs firefighting activities and emergency operations by responding to fires, rescues and related emergency and non-emergency humanitarian incidents
- Participating in fire and rescue training drills, simulations exercises and life safety training demonstrations to communities
- Subject to level of competency, safety and effectively drive and operate fire response apparatus as driver/operator;
- Perform regular asset verification of property, plant and equipment
- Assist in Disaster Management Services
- Attends to procedural administrative requirements, record keeping and reporting deadlines associated with the functionality.

MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) INTERNSHIP PROGRAMME

STIPEND: R 100, 000.00 PER ANNUM (12 MONTHS FIXED TERM CONTRACT)

King Sabata Dalindyebo Municipality wishes to invite applications from unemployed graduates residing within the KSD Municipality area of jurisdiction to ensure that they are able to contextualize learning to the world of work.

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establishing physical and virtual job preparedness and matching services to connect to the available opportunities whilst assisting KSD in its Project Implementation and Operations .

REQUIREMENTS

- Matric
- Bachelor's degree or National Diploma in Public Administration or relevant qualification at NQF level 06;
- Proof of Computer Literacy
- The candidate must be unemployed;
- The candidate must be between the ages of 21 and 35.
- The candidate must be a King Sabata Dalindyebo Municipality Resident (*original stamped and signed proof of residence by a respective Ward Councillor or Traditional Leader must be attached*).

KEY PERFORMANCE AREAS (include but not limited to)

- Participating in the research of MPAC for effective functioning of the committee;
- Provide support in administrative functioning of the committee,
- Work with the immediate superior to assist in investigation and compilation of reports to enhance good governance interrogates reports;
- Provides assistance in reporting requirements of the section;
- Records keeping; Provide administrative support to MPAC in line with performing its oversight role as in line with the Municipality Accountability Cycle;
- Provide Research support to MPAC in areas of Oversight;
- Monitor Implementation of MPAC SDBIP KPI's;
- Compile Portfolio of Evidence for MPAC Oversight;
- Monitor implementation of MPAC Work plan;
- Monitor and report an implementation of MFMA Calender.

PLEASE NOTE:

1. Preference will be given to suitable qualified person in line with the employment equity act and approved employment equity plan of KSD Municipality. Applicants from designated groups are encouraged to apply especially women and people with disabilities.
2. Applicants should submit their applications together with covering letter, CV'S and certified copies of their qualifications, academic record, [Matric certificate must also be attached] ID- document and Driver's licence [where applicable].
3. All applications must be forwarded to **recruitment@ksd.gov.za**
4. Canvassing for appointment to the positions and corroborating proof thereof will result in disqualification of a candidate.
5. Appointment will be subjected to compulsory pre-employment screening in the form of determining the validity of qualifications, current and previous employment reference check, criminal checks and competency assessment (where applicable). Applicants in possession of foreign qualification/s must attach a certificate of evaluation from SAQA.
6. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted after 30 days from the closing date of the advertisement, please consider your application unsuccessful.
7. **CLOSING DATE: NOT LATER THAN 03 MAY 2024 AT 16H00.**

The Council reserves the right to appoint or not to appoint any candidate if in its view no suitable candidate could be found.

Alternatively, applications may be posted or hand-delivered to:

Office 312 Archives and Registry, third Floor, Munitata Building or Post to:
The Director Corporate Services KSD Local Municipality. P. O. Box 45.
MTHATHA 5099.

KSD Fraud and Corruption Hotline 0800 360 634



**N. PAKADE
MUNICIPAL MANAGER**