



Main Street
Creighton, 3263
P.O Box 62
Creighton 3263
Phone: +27 39 833 1038
Fax: +27 39 833 1179
Email: mailbox@ndz.gov.za
www.ndz.gov.za

A BETTER PLACE FOR ALL

LOCAL ADVERTISEMENT

PUBLIC WORKS BASIC SERVICES DEPARTMENT

POSITION: REFUSE TRUCK DRIVER- HIMEVILLE CENTRE (T.A.S.K GRADE 07)
REMUNERATION: R 159 878.28 P. A PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- Grade 12
- At least 2-3 Years' experience working as a Truck Driver
- Must be able to read and write
- Must have a valid EC Drivers licence
- Must have a valid PDP Drivers Permit

KEY PERFORMANCE AREAS:

The successful candidates will be responsible for the following duties:

- To take charge and be responsible for the vehicle and collection team and to ensure the completion of the daily work allocated.
- To undertake refuse, recycling or green waste collection as directed and other related waste service operations in accordance with the adopted schedules, procedures and policies.
- Undertake the collection/emptying, loading and distribution of sacks, wheeled bins or other containers as appropriate, from the curtilage (boundary) of the property or other agreed location.
- Undertake the collection of bulky waste, clinical waste or other types of waste, as may be required.
- To ensure that all work is carried out in accordance with the service specification and to ensure mistakes, such as missed collections are rectified. Waste spillages must be cleaned up immediately after occur.
- To undertake maintenance of the vehicle allocated which will include daily roadworthy checks and the reporting of defects.
- Interacting and providing materials to support personnel to the cleaning of vehicles, containers and/ or tools and, checking and correcting specific deviations.
- Ensuring that the relevant timesheets are accurately and timeously completed and handed to the relevant foreman.
- Ensuring that all refuse is transported via the designated weighbridge.



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POSITION: TRACTOR DRIVER- BULWER CENTRE (T.A.S.K GRADE 05)
REMUNERATION: R 112 569.72 P. A PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- Secondary level of education
- Code B driving licence
- At least 1-2 Years' experience working as Tractor Driver
- Must be able to read and write

KEY PERFORMANCE AREAS:

The successful candidates will be responsible for the following duties:

- Transporting material to/ from specific locations and observing and/ or participating in the loading/ offloading sequences.
- Commencing with assembly/ disassembling sequences associated with trailers or specific specialized equipment.
- Inspecting safety devices, controls, lubricant levels, etc on vehicles and reports defects to the Supervisor/ Team Leader.
- Inspecting the site and/ or removing obstacles that could harm/ damage operating mechanisms.
- Driving and manoeuvring the tractor and engaging controls to operate mechanisms to facilitate specific sequences (grass cutting).



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POSITION: GENERAL ASSISTANT X 4 (T.A.S.K GRADE 03)
1X GENERAL ASSISTANT – BULWER CENTRE
1X GENERAL ASSISTANT – HIMEVILLE CENTRE
2X GENERAL ASSISTANTS – DONNYBROOK CENTRE

REMUNERATION: R 107 372.76 P. A Plus Normal Municipal Benefits

REQUIREMENTS:

- Basic Adult Literacy – ABET level 3
- At least 03 - 06 Months Experience working as General Assistant
- Must be able to read and write

KEY PERFORMANCE AREAS:

The successful candidates will be responsible for the following duties:

- Maintaining and clearing of sewer mechanism including sewer lines, septic tanks and manholes as required.
- Preparing requisite quantities of materials (e.g. concrete, mortar, etc.) and proceeds with mixing sequences.
- Excavating and backfilling trenches and ancillary road-works to defined levels and widths using hand held tools (e.g. spade, picks, etc.).
- Laying and compacting materials (e.g. crusher run, asphalt, etc.) using hand held tools and plant (e.g. hand-stamper, spade, roller etc).
- Cleaning / cutting grass and verges using a brush-cutter.
- Supporting the Supervisor with the placing of pre-cast concrete products (e.g. kerbs, pavers, etc).
- Supporting the Supervisor with the marking and mounting of signage on supporting structures.



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BUDGET AND TREASURY OFFICE

POSITION : MUNICIPAL FINANCE MANAGEMENT INTERNSHIP X1
REMUNERATION : R 75 000 - 00 p.a.

MINIMUM REQUIREMENTS:

- Grade 12
- National Diploma/Degree in Commerce/Accounting or any other relevant qualification.
- Good communication skills.
- Computer Literacy

KEY PERFORMANCE AREAS:

On the job training will be given in the following areas:

- Budgeting, Reporting, and Asset Management.
- Expenditure Management including payments of suppliers and creditors
- Revenue Management i.e. Billing, Debt Collection and Indigent Support
- Financial statements
- Procurement and Contracts management.
- General financial management administration.
- Perform any other duties that may be delegated by a Superior



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POSITION: BUDGET AND REPORTING ADMINISTRATOR (T.A.S.K Grade 09)
REMUNERATION: R 202 670.64 P. A Plus Normal Municipal Benefits

REQUIREMENTS:

- Grade 12
- National Diploma in Accounting or any other relevant qualification.
- Minimum 1 - 2 Years' Experience in Finance Department.
- Computer Literacy.
- Be fluent in both Isizulu and English

KEY PERFORMANCE AREAS:

The successful candidates will be responsible for the following duties:

- Assist with compilation of Annual Financial Statements and Audit queries.
- Assist in the preparation and execution of the budget and budget process.
- Monthly reconciliation for grants control account and grant investment account.
- Assist in all Municipal Finance Management Act (MFMA) reporting requirements (monthly, quarterly, and annually).
- Assist with implementation of MSCOA requirements.
- Assist with daily budget control.
- Assist with compilation of monthly reports
- Ensure that all National Treasury regulations are adhered to.

Enquiries: Mr SA Radebe 060 521 8374 \ (039) 833 1038 (During Office Hours 08:00 to 16:30)

Please note: Applications must be submitted with a signed **Application Form** which can be obtained from our municipal website www.ndz.gov.za accompanied by Curriculum Vitae with three references, certified copies of your academic qualifications, ID and Driver's license,

NB: PLEASE NOTE: No faxed, emails, copies of certified copies and or late applications will be accepted. Correspondence will only be entered into with short-listed candidates, should you not receive correspondence within one month of closing date, please consider your application as unsuccessful.

The Municipality reserves the right not to make any appointment.

Please forward your application to Mr. N C Vezi, the Municipal Manager, Dr Nkosazana Dlamini-Zuma Local Municipality, P.O Box 62, Creighton, 3263 or Hand-deliver to: Municipality Building, Main Street, Creighton 3263 or 32 Arbuckle Street, Himeville, 3256 (During office hours from 08h00 to 16h30).

CLOSING DATE: 10th February 2022 AT 16:00 PM

Dr Nkosazana Dlamini-Zuma Municipality is an equal opportunity and Affirmative Action employer. We are committed to the achievement of diversity, equity and maintenance of representativity in terms of race, gender and disability. This is an Employment Equity targeted position and preference will be given to Indians, Coloureds, White Females and persons with disabilities.



**N C VEZI
MUNICIPAL MANAGER**