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A BETTER PLACE FOR ALL
Ref No.: 4/3/35

EXTERNAL ADVERTISEMENT

Dr. Nkosazana Dlamini – Zuma Local Municipality hereby invites applications from all suitable, qualified, and experienced individuals for appointment to the following positions.

DEPARTMENT : DEVELOPMENT TOWN PLANNING AND SERVICES
VACANCY 01 : ENFORCEMENT OFFICER
REMUNERATION : R 237 678.20 P.A. PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12).
- National Diploma in Town and Regional Planning
- Minimum of 3 years' relevant experience
- Computer Literate in MS Office
- A valid driver's license.
- Be physically fit.
- Must be willing to work long hours.

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- To undertake investigations of alleged breaches of planning control including researching site histories and undertaking site inspections, together with the recording of all relevant information on the planning enforcement database.
- To deal with all forms of correspondence and enquiries from the public, other Council Services, business groups, Councillors, Members of Parliament and other organisations relating to the enforcement of planning controls.
- To enter into negotiations, dialogue and correspondence with transgressors, complainants and other interested parties in an effort to resolve breaches of planning control in line with the Council's enforcement policy and good practice.
- To prepare all necessary reports setting out the justification for formal action.
- To draft enforcement notices and other documentation arising from breaches of planning control.
- To process a wide range of planning and other applications arising from the investigation of breaches of planning control.

- To prepare and present reports at Planning Committee on planning applications and other enforcement cases.
- To deal with all types of planning and enforcement appeals including the preparation of appeal statements, proofs of evidence and the giving of evidence at Public Inquires, Hearings and Court proceedings. Etc

DEPARTMENT : DEVELOPMENT TOWN PLANNING AND SERVICES
VACANCY 02 : GIS OFFICER (T.G 11)
REMUNERATION : R 315 930.65 P.A. PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12).
- National Diploma in Geographic Information System, Town Planning or any other relevant qualification
- Minimum of 3 years' relevant experience
- Good communication skills(verbal and written)
- Computer Literacy
- A valid driver's license.

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Perform tasks/activities associated with the preparation, updating and processing of data through capturing, storing, manipulation and maintenance of data.
- Prepare and present information using database procedure, applications and tools to ensure the Geographic information's System provides comprehensive and complete information using supporting analysis ,discussions, queries and decision making processes.
- Perform specific applications associated with the preparation, updating and processing data from hard copy and digital sources through GIS.
- Perform specific applications associated with maintaining geographic information records and database.
- Perform specific GIS clerical activities and provide general office support.

Inquiries: Mr. S.A. Radebe 060 521 8374 / (039) 833 1038 (During office hours 08:00 am to 16:00 pm)

Please note: Applications must be submitted on a **Dr. Nkosazana Dlamini Zuma Application Form** that can be obtained on our website www.ndz.gov.za accompanied by Curriculum Vitae with three references, certified copies of academic qualifications, ID, and Driver's license where applicable not older than 6 months. **No faxes, e-mails, or late applications will be accepted**

Canvassing or using undue influence by job applicants or any other person on behalf of job applicants, for posts within the municipality's service is prohibited and evidence thereof will disqualify the applicant's application for consideration.

The Municipality reserves the right not to make an appointment.

IMPORTANT NOTICE

By applying for this position, you hereby acknowledge that you have read and accepted the following Protection of Personal Information Act (POPIA) disclaimer:

I consent to Dr. NDZ Municipality processing my personal information as part of the recruitment process. Dr NDZ Municipality shall take reasonable measures to protect the personal information of the applicant and for the purposes of this disclaimer, "personal information" shall be defined as detailed in the Protection of Personal Information Act 4 of 2013(POPIA).

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 Arbuckle street, Himeville, 3256 (During office hours from 08h00 to 16h30).

Closing Date: 09th May 2025 at 16:00 pm.

Dr. Nkosazana Dlamini-Zuma Local Municipality is an equal opportunity and Affirmative Action employer. We are committed to achieving diversity, equality, and the maintenance of representation in terms of race, gender, and disability.



MR. N.C YEZI

MUNICIPAL MANAGER

