



A BETTER PLACE FOR ALL
Ref No.: 4/3/47

+
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LOCAL ADVERTISEMENT

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

DEPARTMENT : COMMUNITY AND SOCIAL SERVICES
VACANCY 01 : BULWER CSC RECEPTIONIST (TASK GRADE 05)
REMUNERATION : R138 627.91 A PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12)
- National Diploma /Degree in Public/Office Management or Any Relevant Qualification.
- Minimum of 2 years' experience as a receptionist
- Good communication skills in both English and Isizulu,
- Must be able to work under pressure
- Good Telephone etiquette.

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Attend to visitors, establish the nature of the visit, and direct requests to appropriate personnel,
- Record details of inquiries, and /or messages in the absence of personnel and forward them for attention upon availability and or communicate routine information to the inquiries referring to the municipal calendar, directory, and other sources of information,
- Sorting and distributing posts,
- Booking meetings,
- Control the entry /exit of personnel/visitors from the premises,
- Make and receive telephone calls on behalf of staff and record messages etc.
- Always keep the reception area clean and tidy.

DEPARTMENT : PUBLIC WORKS AND BASIC SERVICES
VACANCY 02 : GENERAL ASSISTANT X3 (TASK GADE 03)

- GENERAL ASSISTANT X1 DONNYBROOK
- GENERAL ASSISTANT X2 HIMEVILLE

REMUNERATION : R 132 227.93 PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS

- Secondary level of Education
- Minimum of 1 Year relevant Experience
- Must be able to read and write
- Must be able to work under pressure

KEY PERFORMANCE AREAS

The successful candidate will be responsible for the following duties:

- Receiving instructions/ guidance from the immediate superior and attends to preparation of the work site (e.g. placing roads signage ,loading/ off-loading equipment, tools etc.) and / fastening slings/ ropes and guiding /holding material /equipment during the loading / off-loading sequence.
- Maintaining and clearing of sewer mechanism including sewer lines, septic tanks and manholes operating all plant 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 define level 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 structure

DEPARTMENT : PUBLIC WORKS AND BASIC SERVICES
VACANCY 03 :TRACTOR DRIVER (TASK GRADE 05)
REMUNERATION : R 138 627.91 NORMAL MUNICIPAL BENEFITS

REQUIREMENTS

- Secondary level of Education
- Code B Driving licence
- 3 Years' experience working as Tractor Driver
- Must be able to read and write
- Must be to work under pressure

KEY PERFORMANCE AREAS

The successful candidate 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).

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

Please note: Applications must be submitted on a **Dr. Nkosazana Dlamini-Zuma Application Form**, which can be obtained on our website www.ndz.gov.za accompanied by a Curriculum Vitae with references (maximum three), certified copies of academic qualifications, ID Copy, and a Driver's license (where applicable), all of which must be no 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 Local Municipality processing my personal information as part of the recruitment process. Dr. NDZ Local Municipality shall take reasonable measures to protect the personal information of the applicant, and for 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: 21st November 2025 at 16:00pm

Dr. Nkosazana Dlamini-Zuma 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 VEZI

MUNICIPAL MANAGER

