



A BETTER PLACE FOR ALL

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

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

DEPARTMENT	DEVELOPMENT AND TOWN PLANNING
VACANCY 1	TOURISM INFORMATION CLERK
LOCATION	HIMEVILLE OFFICE
REMUNERATION	R 132 242.60 P. A plus Normal Municipal benefits

REQUIREMENTS:

- National Senior Certificate (grade 12)
- National Diploma in Tourism, Eco-Tourism, or any other relevant qualification.
- Minimum of 01-year relevant experience.
- Computer literacy Ms. Word / Excel, and PowerPoint.
- Good communication skills.
- Be fluent in both Isizulu and English.

KEY PERFORMANCE AREAS:

The successful candidates will be responsible for the following duties:

- Communicating and disseminating information on the region's attractions and events through various mediums.
- Participating in the development of publicity and marketing material, suggesting creative captions, illustrations, and information that will interest a targeted market segment.
- Keeping abreast of developments in the region to enable compilation of articles, itineraries, and/ or events calendars for inclusion into publicity material
- Developing and distributing survey questionnaires and analyzing and reporting on feedback pertaining to strengths, need for improvement, and capability of the Region to sustain tourism levels.
- Providing information, based on analysis, to tourism operators, product owners, associations, and emerging businesses on specific strategies for adoption and business growth opportunities

DEPARTMENT
VACANCY 3
LOCATION
REMUNERATION

FINANCE DEPARTMENT
DEBTORS ADMINISTRATOR (T.A.S.K 09)
HIMEVILE OFFICE
R 212 601.50 P. A plus Normal Municipal benefits

REQUIREMENTS:

- National Senior Certificate (grade 12)
- National Diploma in Accounting or any other relevant qualification
- Minimum of 02 years relevant experience
- Computer literacy Ms Word / Excel, and PowerPoint.
- Good communication skills
- Be fluent in both Isizulu and English

KEY PERFORMANCE AREAS:

The successful candidates will be responsible for the following duties:

- Preparing and processing correspondence and rates clearance certificates, checking property descriptions, purchasers' and sellers' names, addresses, ID numbers, etc.
- Inserting land and building values, zone sub, property type, correct serial number, and corresponding number.
- Forwarding certificates, statements, and receipts to the Revenue Account, after printing and signing.
- Communicating with the customer and attending to specific payment or sale inquiries and/ or providing information on tariffs for specific services.
- Calculating balances and explaining transactional recordings and penalties applicable and/ or providing information on specific products/ services e.g., hall hiring tariffs
- Collects and counts payment tendered verifying total against the amount due and/ or seeking identification, checks to record, and processes cheque payments.
- Issuing receipt reflecting the amount tendered and confirming recording with the customer.
- Separating denominations and commencing with control counting Sequences
- Tallying amounts and verifying cash totals to receipts issued
- Capturing overnight cheque deposit details, printing receipts against payment tendered, and recording transactional details on the cheque prior to submitting for further processing.
- Verifying cash receipts schedule/ reports against cash/ cheque totals with the immediate superior and/ or attending and
- Rectifying deviations in recordings or counts prior to forwarding for depositing.

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 signed **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.

NB: PLEASE NOTE: No faxes, e-mails, or late applications will be accepted.

The Municipality reserves the right not to make an 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 Arbuckle street, Himeville, 3256 (During office hours from 08h00 to 16h30).

Closing Date: 28th April 2023 at 16:00 pm.

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

A Better Place for All

A Better Place for All

