



DR. NKOSAZANA DLAMINI-ZUMA
MUNICIPALITY

2026 -09- 2 9

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A BETTER PLACE FOR ALL

Ref No.:4/3/77

LOCAL ADVERTISEMENT

Dr. Nkosazana Dlamini – Zuma Local Municipality hereby invites applications from all suitable, qualified, and experienced individuals who reside within its jurisdiction for appointment to the following position.

DEPARTMENT	: OFFICE OF THE MUNICIPAL MANAGER
POSITION	: PRINCIPAL CLERK (COMMUNICATIONS) (T.G 07)
REMUNERATION	: R 206 239.85 P. A Plus Normal Municipal Benefits

REQUIREMENTS

- National Senior Certificate (Grade 12).
- National Diploma or Degree in Public Relations, Communication Science, or any other relevant qualification.
- A Minimum of 02-years relevant experience
- Computer Literate Ms Word/ Excel, and PowerPoint
- Good communication skills (verbal and written)
- A valid Driver's Licence

Key performance areas:

The successful candidate will be responsible for the following duties:

- Arrange media or press meetings and or dissemination of information as delegated.
- Arrange media presence for specific community functions or events.
- Attend to the written of articles for publications in the internal newsletter
- Providing all branding and marketing services at events and functions.
- Compiling and circulating notices, agendas, and minutes of functional meetings.
- Preparing and submitting the minutes of Meetings and/ or for verification prior to circulation.
- Take pictures for inclusion on the newsletter.
- Communicating with officials and personnel in respect of outstanding items for inclusion into the newsletter.
- Perform any other related duties as may be assigned by your supervisor

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: 13th October 2026 at 16:00 pm.

Please note: Applications must be submitted on a **Dr. Nkosazana Dlamini Zuma Application Form** obtainable from our website www.ndz.gov.za which must be accompanied by Curriculum Vitae with three reference, certified copies of academic qualifications, ID, and Driver's license where applicable not older than 06 months. No faxes, e-mails, or late applications will be accepted

Canvassing or use of 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.

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

NB

- Communication will only be made with shortlisted candidates. Applicants who have not been contacted within 3 months of the closing date should consider their applications as unsuccessfully
- 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).

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

