



A BETTER PLACE FOR ALL

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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 CORPORATE SUPPORT SERVICES**

**POSITION: RECEPTIONIST (T.G 05)**

**REMUNERATION: R 118 085.63 P. A plus Normal Municipal benefits**

### **REQUIREMENTS:**

- Secondary Level of Education
- Minimum of 1 Year Experience as a Receptionist/Customer Care Services.
- Good communication skills in both English and isiZulu
- Must be able to work under pressure.
- Good Telephone etiquette
- Professionalism

### **KEY PERFORMANCE AREAS:**

The successful candidates 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 post
- 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.

**POSITION: SENIOR CLERK (RECORDS) (T.G 06)**  
**REMUNERATION: R 138 723.53 P. A Plus Normal Municipal Benefits**

**REQUIREMENTS:**

- National Senior Certificate (grade 12).
- National Diploma in Record Management, Public Administration, or any other relevant qualification
- Minimum of 1-year experience in Corporate Services/Registry
- Excellent computer skills, particularly MS Word, MS Excel and PowerPoint.
- Good telephone etiquette skills.
- Be fluent in both isiZulu and English
- Be able to maintain highly confidential information.
- Must be able to work under pleasure
- Valid Driver's Licence

**KEY PERFORMANCE AREAS:**

The successful candidate will be responsible for the following duties:

- Receiving incoming/ outgoing mail and commencing with recording sequence in registers, inserting dates, details of the addressee, etc.
- Inserting acknowledgment of receipt on incoming mail, stamping, and reflecting circulation details.
- Distributing mail to relevant Human Resource Personnel, and keeping a record of Personnel files taken out.
- Attending to the preparation of outgoing mail, determining postage applicable referring to official postage tariff guides, and/ or detailing any special requirements with respect to priority mail, etc.
- Inserting appropriate 'control codes' on correspondence received from internal/ external sources
- Perform any other duties that may be delegated by a superior.

**POSITION: OCCUPATIONAL HEALTH AND SAFETY CLERK**  
**REMUNERATION R 138 723.53 P. A plus Normal Municipal benefits**

**Minimum Requirements:**

- National Senior Certificate (grade 12).
- National Diploma in Public Management or any other relevant qualification.
- Minimum of 1-year relevant experience in OHS Environment.
- Excellent computer skills, particularly MS Word, MS Excel and PowerPoint.
- Good communication Skills (Verbal and Written).
- Be fluent in both isiZulu and English.
- Valid Driver's Licence

**KEY PERFORMANCE AREAS:**

The successful candidate will be responsible for the following duties:

- Maintain and update Occupational Health & Safety registers.
- Coordination of the OHS training.
- Compilation of agendas and minutes of Occupation Healthy and Safety Meetings.
- Participate in health & safety awareness within the workplace.
- Assist in the completion of relevant Injury on Duty documents and reporting incidents to the Compensation Commissioner.
- Participate in the development of Risk Assessments and Risk Register
- To empower employees to have the ability to identify hazards in the workplace, and assess the level of risk associated with the hazard.

**DEPARTMENT OF PUBLIC WORKS & BASIC SERVICES**

**POSITION: TRACTOR DRIVER- BULWER CENTRE (T.G 05)**

**REMUNERATION: R 118 085.64 P. Plus Normal Municipal Benefits**

**REQUIREMENTS:**

- Secondary Level of Education.
- Minimum of 02 years relevant experience.
- A Valid C1 driver's license with PrDP.
- Must be able to read and write both English and isiZulu.
- Be able to work under pressure
- Be able to multi-task

**KEY PERFORMANCE AREAS:**

The successful candidates will be responsible for the following duties:

- Receiving instructions from the Supervisor/ Team Leader with respect to requirements.
- Conducting assembling/ disassembling sequences associated with trailers or specific specialized equipment.
- Inspecting safety devices, controls, lubricant levels, etc on vehicles and reporting defects to the Supervisor/ Team Leader.
- Transporting material to/ from specific locations and observing and/ or participating in the loading/ offloading sequences.
- Ensure the vehicle is roadworthy.

**POSITION:****ROLLER OPERATOR (T.G 6)****REMUNERATION:****R 138 723.53P. A Plus Normal Municipal Benefits****REQUIREMENTS:**

- National Senior Certificate (Grade 12).
- Minimum 02 years relevant experience.
- A Valid C1 driver's license with PrDP.
- Must be able to read and write both English and isiZulu
- Be able to work under pressure
- Be able to multi-task

**KEY PERFORMANCE AREAS:**

The successful candidate will be responsible for the following duties:

- Receiving instructions from the immediate superior and/ or communicating with the immediate superior to establish details of tasks (vehicle, materials, and personnel).
- Inspecting safety devices, controls, lubricant levels, etc on vehicles/ heavy plant and reporting defects to the immediate superior.
- Washing and cleaning heavy plants, removing debris using a pressurized hose and specific cleaning material, and/or attending to the basic removal/ replacement of defective parts ( types, etc)
- Making sure that the machine is in good condition at all times in terms of service etc
- Making sure that machines are checked before leaving for the sites.

**FINANCE DEPARTMENT****POSITION: Cashier / Clerk (T.G 06)****REMUNERATION: R 138 723.53 P. A Plus Normal Municipal Benefits****REQUIREMENTS:**

- National Senior Certificate (grade 12).
- National Diploma or B/ Degree in Accounting or any other relevant qualification
- Minimum of 1-year relevant experience as a Cashier
- Excellent computer skills, particularly MS Word, MS Excel, and PowerPoint.
- Good telephone etiquette skills.
- Be fluent in both isiZulu and English.
- Good understanding of SAMRAS system.

**KEY PERFORMANCE AREAS:**

The successful candidate will be responsible for the following duties:

- 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.
- Issuing receipt reflecting the amount tendered and confirming recording with the customer.
- Separating denominators 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

**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](http://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 3 months. **No faxes, e-mails, or late applications will be accepted**

**Please note acting in line with Section 71B.(1) of the Municipal System Act, 2022, as Amended (ACT NO.3 OF 2022) No municipal staff member is allowed to hold any political office in a permanent, temporary, or acting capacity, while in the employ of the municipality.**

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: 07 July 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.*



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**MR. N.C VEZI**

**MUNICIPAL MANAGER**

