



A BETTER PLACE FOR ALL
Ref No.: 4/3/67
Post Ref No

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

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 : FINANCE
VACANCY 1 : CONTRACT MANAGEMENT CLERK
REMUNERATION : R162 855.92 P. A PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12).
- National Diploma / Degree in Supply Chain Management or Logistics management, or any other relevant qualifications
- Minimum of 2 years' relevant experience.
- Good Communication skills, in both English and IsiZulu.
- Ability to meet deadlines
- Be computer literate
- Attention to detail
- Good interpersonal skills

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Scheduling Bid committee meeting at appropriate times.
- Updating Bid and contract files.
- Assisting with general office administration functions relating to contract management.
- Liaising and providing statistical data concerning specific contracts with the supervisor.

- Assisting in managing allocated contract implementation and transition, including management of supplier and Municipality activities.
- Maintaining and updating the contract register continuously.
- Taking minutes on inception meetings and ensuring that they are filed in the tender files.

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** obtainable from our website www.ndz.gov.za, which must be accompanied by a Curriculum Vitae with at least three references, certified copies of academic qualifications, an ID Copy, and a Driver's license, 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 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. J Sondezi, the Acting 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: 19th JUNE 2026 at 16:00pm

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





MR. S.J SONDEZI

ACTING MUNICIPAL MANAGER

