



A BETTER PLACE FOR ALL

Main Street
Creighton, 3263
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www.ndz.gov.za

Ref No.:4/3/79

LOCAL ADVERTISEMENT

Dr Nkosazana Dlamini-Zuma Local Municipality hereby invites applications from suitably qualified, experienced and competent individuals residing within the Municipality's jurisdiction to apply for the following position:

DEPARTMENT	: FINANCE
POSITION	: SENIOR CLERK (FLEET) (T.G 06)
REMUNERATION	: R 170 591.65 P. A Plus Normal Municipal Benefits

REQUIREMENTS

- National Senior Certificate (Grade 12).
- National Diploma or Degree in Transport Management, Logistics Management or any other relevant qualification.
- A Minimum of 01-year 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:

- Monitoring and coordinating the maintenance of all Municipal vehicles to ensure that they remain in a safe and roadworthy condition and possess valid annual Certificates of Fitness (COFs), in compliance with applicable legislation and municipal fleet management policies.
- Ensure that licensing of all motor vehicles and plant requiring annual licence renewals is done timeously.
- Assist with daily inspections of vehicles to ensure they are kept in a usable condition and compile a monthly report on the state of municipal vehicles.
- Capture and maintain records of vehicle repairs, servicing, breakdowns and maintenance work undertaken by external service providers
- Ensure that trip authorities are approved by the Head of Department or delegated official for every municipal vehicle prior to use.
- Assist in monitoring the fuel purchase system through the use of Fuel Cards for all vehicles and drivers.
- Record and monitor vehicle mileage, fuel consumption, maintenance costs and service intervals.
- Perform any other related duties as may be assigned by the 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: 30th 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 a Curriculum Vitae with three references, certified copies of academic qualifications, ID, and driver's licence 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

