



**A BETTER PLACE FOR ALL**

**Ref No.:4/3/62**

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](http://www.ndz.gov.za)

## **LOCAL ADVERTISEMENT**

**Dr. Nkosazana Dlamini – Zuma Local Municipality hereby invites applications from all suitable qualified and experienced individuals residing within its jurisdiction to apply for the following position**

<b>DEPARTMENT</b>	<b>: CORPORATE SUPPORT SERVICES</b>
<b>POSITION</b>	<b>: OCCUPATIONAL HEALTH AND SAFETY CLERK</b>
<b>REMUNERATION</b>	<b>: R162 855.92 P. A PLUS NORMAL MUNICIPAL BENEFITS</b>

### **REQUIREMENTS**

- National Senior Certificate (Grade 12).
- National Diploma/ Degree in Occupational Health Safety or any other relevant qualification.
- Minimum of 1-year relevant experience in OHS Environment.
- Excellent computer skills, particularly in MS Word, MS Excel, and PowerPoint.
- Valid driver's Licence.
- Good communication skills in both isiZulu and English.
- Must be able to work awkward hours.

### **Key performance areas:**

The successful candidate will be responsible for the following duties:

- Maintain and update Occupational Health and Safety registers.
- Coordination of the OHS training.
- Compilation of agendas and minutes of Occupational Health and Safety Meetings.
- Participate in health and 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.
- Participate in the assessment of risk associated with the hazard in the workplace
- Share and exchange information that contributes to the effective identification of potential hazards in the workplace.

**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](http://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. 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: 21<sup>st</sup> May 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. N.C. VEZI**

**MUNICIPAL MANAGER**



***A Better Place for All***

