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A BETTER PLACE FOR ALL

Ref No.: 4/3/36

LOCAL ADVERTISEMENT

Dr. Nkosazana Dlamini – Zuma Local Municipality hereby invites applications from all suitable, qualified, and experienced individuals for appointment to the following positions.

PUBLIC WORKS AND BASIC SERVICES DEPARTMENT

VACANCY 01 : General Assistant X3 (Task Grade 03)

- General Assistant X1 Bulwer
- General Assistant X 2 Himeville

REMUNERATION: R 125 919.37 P. A plus Normal Municipal Benefits

REQUIREMENTS:

- Secondary level of Education
- Minimum of 1 Year relevant Experience.
- Must be able to read and write.

KEY PERFORMANCE AREAS:

The successful candidates will be responsible for the following duties:

- Receiving instructions/ guidance from the immediate superior and attends to the preparation of the work site. (e.g. placing roads signage, loading/ off-loading equipment, tools, etc.) and/ fastening slings/ ropes and guiding / holding material/ equipment during the loading/ off-loading sequence.
- Maintaining and clearing of sewer mechanism including sewer lines, septic tanks and manholes operating all plant required.
- Preparing requisite quantities of materials (e.g. concrete, mortar, etc.) and proceeds with mixing sequences.
- Excavating and backfilling trenches and ancillary road-works to define level and widths using hand held tools (e.g. spade, picks, etc.).
- Laying and compacting materials (e.g. crusher run, asphalt, etc.) using hand held tools and plant (e.g. hand-stamper, spade, roller, etc.).
- Cleaning/ cutting grass and verges using a brush-cutter.
- Supporting the Supervisor with the placing of pre-cast concrete products (e.g. kerbs, pavers, etc.).

- Supporting the Supervisor with the marking and mounting of signage on supporting structures.

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 **Dr. Nkosazana Dlamini Zuma Application Form** that can be obtained on our website 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 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 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).

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: 25th April 2025 at 16:00 pm.

Dr. Nkosazana Dlamini-Zuma Local 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

