



A Better Place for All

Main Street
Creighton, 3263

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LOCAL ADVERTISEMENT

Dr. Nkosazana Dlamini Zuma Local Municipality hereby invites applications from suitable qualified and experienced individuals for the appointment to the following position:

Department : Corporate Support Services
Position : Messenger/driver (T.G 04)
Remuneration : R 115 334.91 Plus Normal Municipal Benefits

Minimum Requirements: Basic level of literacy- ABET Level 3, Valid C1 driver's license with PDP. Minimum of 02 years' experience as a messenger/ driver must be able to read and write IsiZulu.

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Collect and deliver mail documents, control sheets, and files from postal points.
- Collect various articles as per the manager's instructions using the vehicle or walking to the appropriate destination.
- Transport officials and councillors to and from meetings, seminars, and project visits.
- Collecting and distributing agendas, documents, etc
- Distributing mail/ internal correspondence to various departments/ offices within the Municipality's various offices.
- Performing any messenger-related duties as instructed by the immediate supervisor.

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 from 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.

NB: PLEASE NOTE: No faxes, e-mails, or late applications will be accepted.

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: 17th March 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 maintenance of representation in terms of race, gender, and disability.



MR. N.C VEZI

MUNICIPAL MANAGER

