



A BETTER PLACE FOR ALL

Ref No.:4/3/71

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EXTERNAL ADVERTISEMENT

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

DEPARTMENT	:FINANCE DEPARTMENT
VACANCY 01	:CONTRACT MANAGEMENT OFFICER (T.G11)
REMUNERATION	:R 347 517.32 P. A PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12).
- National Diploma or B Degree in Accounting, Business Management, or any other relevant qualification.
- A minimum of 03 years of relevant experience.
- Computer Literacy.
- Fluent in both English & Isizulu.
- Valid C1 driver's licence.
- Good Communication and interpersonal skills.
- Knowledge of Local Government Legislations and ability to execute tasks associated with this post in line with SCM Regulations and related Legislations

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:
by:

- Administering concluded contracts and interacting with departments to establish conformance with specifications, terms, and conditions.
- Administering contracts effectively in accordance with the council policies, procedures and complaints with applicable legislation requirements.
- Interacting with the Project Manager about the signing of contracts and service level agreements for all contracts entered by the Council.
- Ensuring that all contracts are accurately recorded on the contract register and regularly updated.

- Reviewing contracts on the contract register to ensure their validity.
- Coordinating and control the application of the procedures in respect of the supplier performance monitoring and contract management.
- Preparing reports on non-performing / poor performing companies and recommends the appropriate actions to be taken to remedy the situation.
- Supervising activities of the personnel to ensure that work performed meets acceptable standards and is completed within the agreed period.
- Maintain contract register in a format provided by the Provincial Treasury.

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** obtainable 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 not older than 06 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 his disclaimer, "Personal Information" shall be defined as detailed in Protection of Personal information Act 4 of 2013 (POPIA)

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.

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: 21st AUGUST 2026 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 the maintenance of representation in terms of race, gender, and disability.

A handwritten signature in black ink, appearing to read 'N.C. VEZI', written over a horizontal line.

MR. N.C VEZI

MUNICIPAL MANAGER

