



A BETTER PLACE FOR ALL
Ref No.: 4/3/50

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

EXTERNAL ADVERTISEMENT

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

DEPARTMENT : CORPORATE SUPPORT SERVICES
VACANCY 1 : IPMS OFFICER
REMUNERATION : R 331 758.78 P.A. PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12).
- National Diploma / Degree in Human Resources Management / Business Management.
- Monitoring and Evaluation accredited Certificate
- Minimum of 3 years relevant experience.
- Good Communication skills, in both English and IsiZulu.
- The incumbent will be expected to know Microsoft packages (MS Word, MS Excel, and MS PowerPoint).
- Report writing skills
- Valid Driver's licence
- Must be willing to work under pressure

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Coordinate and drive the Individual Performance Management System
- Facilitate the cascading of IPMS to all the relevant levels to ensure effective and efficient divisional contributions as well as overall compliance with the IPMS policy and processes.

- Review departmental scorecards
- Provide Performance Management support to relevant stakeholders.
- Develop, strengthen, and maintain relationships with relevant role players and other implementing agents.
- Compile Quarterly and Annual Performance reports.
- Develop planning, monitoring, and reporting tools on PMS
- Ensure alignment of SDBIP with the Integrated Development Plan (IDP) and Performance Management System (PMS)
- Ensure adherence to specific legislated requirements contained in the Municipal Systems Act, Municipal Finance Management, and other relevant regulations.

VACANCY 02 : LEGAL ADMINISTRATOR

REMUNERATION :R331 758.78 P. A PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12).
- National Diploma / Degree in Law (LLB) or any other relevant qualification.
- Must be admitted as an attorney.
- A minimum of 3 years' relevant experience.
- Interpretation of statutes
- Familiar with Courtroom etiquette
- Good understanding of Local Government Legislation and other related laws.
- Good communication and interpersonal skills are essential
- The incumbent will be expected to know Microsoft packages (MS Word, MS Excel, and MS PowerPoint).
- Valid Driver's licence

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Administer and monitor litigations.
- Defend legal action in the Magistrate Court as per Rule52(1)(a) of the Magistrate Courts.
- Develop and review by-laws and conduct legislative updates.
- Providing legal support to Dr. Nkosazana Dlamini Zuma Local Municipality.
- Instituting legal actions on behalf of the municipality.
- Monitor and manage contract registers and contracts.
- Interpret, draft, and edit a wide variety of legal documents such as contracts, guarantees, etc., to protect the interests of the Municipality.
- Provide accurate and well-researched legal opinions and advice.
- Ensuring compliance with legislation and keeping abreast of legal developments.
- Deal with labour issues, including investigating, prosecuting, and or presiding in labour matters.

DEPARTMENT : COMMUNITY AND SOCIAL SERVICES DEPARTMENT
VACANCY 03 : FIRE FIGHTER (T.G 09)
REMUNERATION : R 249 585.83 P. A PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12).
- Certificate in Fire Fighter 1 and 2.
- Hazmat awareness and operations.
- First Aid Level 3/BAA.
- A valid C1 driver's licence.
- The incumbent will be expected to know Microsoft packages (MS Word, MS Excel, and MS PowerPoint).
- A minimum of 2 years relevant experience.
- No criminal record.
- Ability to communicate in both IsiZulu and English
- Physical fitness is the key requirement: The Candidates may be required to **run 2.4 km** and undergo several assessment tests to determine their suitability for the post.

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Respond to fire, medical, and hazardous emergencies.
- Ensure compliance with relevant legislation and Council Policies, Procedures and Standards.
- Perform disaster management activities as and when required.
- Ensure state of preparedness for firefighting and other emergencies by regularly cleaning and testing firefighting equipment.
- Perform administrative duties, including the completion of incident reports and the reporting of faulty equipment and defects.
- Participate in training classes and drills in firefighting, emergency medical care, disaster response, and specialized rescue.
- Perform fire safety inspections.
- Carry out firefighting and emergency activities at the scene of incidents to ensure the safety of firefighters and others, with the prime objectives of saving lives and property

VACANCY 04 : DISASTER MANAGEMENT OFFICER (T.G 12)
REMUNERATION : R391 643,08 P. A PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12).
- National Diploma / Degree in Disaster Management or any other relevant qualification.
- Valid driver's licence
- Willing to work irregular hours
- Must be in good health and physical fit.
- A minimum of 3 years' experience in Disaster Management
- Fluent in both English and IsiZulu
- Good understanding of disaster management and legislation.

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Attend to disaster management matters.
- Compliance with Disaster Management Legislation.
- Conduct disaster risk assessments.
- Participate in the identification of Disaster Risk Reduction projects to be incorporated into the Integrated Development Plan.
- Assist in compiling the Disaster Management Sector Plan on an annual basis
- Coordinate Disaster Management Awareness Campaigns.
- Attend Disaster Management Meetings.
- Communicating early warnings on anticipated disaster incidents and/ or disasters as conveyed by SAWS to all stakeholders.

VACANCY 05 : YOUTH OFFICER (T.G 10)

REMUNERATION : R280 988.54 P.A Plus Normal Municipal Benefits

Minimum requirements:

- National Senior Certificate (Grade 12)
- National Diploma in Community Development Studies or any other relevant qualification.
- A minimum of 3 year's relevant experience.
- A Valid driver's license.
- Good communication skills in both English and IsiZulu.

KEY PERFORMANCE AREAS:

The successful candidate will perform the following duties:

- Develop sound Municipal Youth unit's communication/outreach strategy and plan for executing the Municipality's programs and services.
- Facilitate networks and create partnership with various Youth Organizations and Local Government Structures: CBOs, NGOs, and faith-based organizations, facilitate and co-ordinate partnership projects linked to the Municipality.
- Deliver presentations and information to various events and coordination of careers exhibitions and road shows.
- Participate in encouraging the formation of forums and committees to promote engagement and discussion on community youth priorities and concerns.
- Co-ordinate the establishment of Local Youth Council and render secretariat and administrative support to the Youth Council.

DEPARTMENT : PUBLIC WORKS AND BASIC SERVICES DEPARTMENT
VACANCY 06 : SUPERVISOR X1 (UNDERBERG) (ROADS,
STORMWATER, STREET CLEANING AND SOLID WASTE
REMOVAL) T.G.8
REMUNERATION : R 221 688.56 P. A PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12)
- National Diploma in Built Environment plus 3 years of relevant experience or
- Minimum of at least 8 years' relevant experience, of which 3 years must be at the supervisory level.
- A valid EC1 Drivers licence.
- Good communication skills in both isiZulu and English.

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Coordinates and controls the setup, work in progress, and completion of Road maintenance, pothole patching, street cleaning, and solid waste removal, including monitoring and providing support for personnel performance and deviations from standards, procedures, and guidelines, and undertaking routine/general tasks contributing to the accomplishment of department objectives.
- Performs tasks associated with Roads, stormwater, pothole patching, street Cleaning, and solid waste management.
- Communicating with the Senior Supervisor, Roads and stormwater, receiving and /interpreting requirements/specifications from work orders/plans
- Investigating accidents/incidents on site with a view to accurately describing and detailing sequences to facilitate reporting /updating registers and records.
- Marking and /or providing physical indicators /written guidelines on depth and levels to be used and work sequences to follow in preparation for repair and construction.
- Scheduling of road verge maintenance, street cleaning, and stormwater drainage system clearing.
- Monitoring and supervision of solid waste removal.
- Using building tools and aides to construct kerbs, lay pipes and paving, install concrete bollards, storm water inlet cover, erect road signage, etc, and/undertake/plastering and brickwork.
- Co-ordinate, monitor, and conduct road maintenance (pothole patching), storm water repair, and Solid waste removal at specific sites.

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, 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 note that the first preference will be given to the following target groups: **(Female Africans, Coloureds, Indians, and Whites)**

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: 31st December 2025 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

