



A BETTER PLACE FOR ALL
Ref No.: 4/3/42

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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 positions.

DEPARTMENT : PUBLIC WORKS AND BASIC SERVICES
VACANCY NO 1 : WASTE MANAGEMENT OFFICER
REMUNERATION : R 391 643.08 P. A PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12).
- National Diploma in Environmental Sciences/ Waste Management or any other equivalent qualification.
- Minimum of 3 years of experience in Waste Management in the Public sector.
- Excellent computer skills, particularly MS Word, MS Excel and PowerPoint.
- Good communication skills in both English and Isizulu.
- Must be able to work under pressure.
- Strong Knowledge of the National Waste Management Act, Act 59 of 2008, associated regulations, and norms and standards.
- Valid driver's license.

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Coordinates Waste Management activities within the Municipality, acting as a point of contact for other government spheres on Waste Management.
- Conduct community awareness and educational programmes on waste management approaches.
- Develop and implement Waste Management Policies to ensure compliance with the conditions of the Waste sites licenses.

- Develop and submit Integrated Waste Management plans for approval to inform strategic direction for waste collection, disposal, minimization, and recycling.
- Advising facilities on Waste disposal, collection, and enforcing recycling practices.
- Introduce the clean production technologies and practices to achieve Waste minimization.
- Attend to inquiries and complaints from the Public regarding Waste Management.
- Manage the EPWP programme in relation to waste management, working with other spheres of government.
- Perform any other related duties as requested by the Supervisor.

DEPARTMENT : COMMUNITY AND SOCIAL SERVICES

VACANCY NO 2 : TRAFFIC OFFICER X2 (T.G 09)

REMUNERATION : R249 585.83 P. A PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12).
- Traffic Officer's Diploma.
- Registered as a Traffic Officer/Examiner with the Department of Transport.
- Minimum of 02-years relevant experience;
- Thorough knowledge of Traffic Management Legislations, Regulations, Ordinances, and By-Laws.
- Ability to work under pressure and extended hours.
- A Valid Driver's License.
- No criminal record/pending cases.
- Good communication skills in both English and IsiZulu

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Perform Traffic Law enforcement duties including the operation of law enforcement equipment.
- Assist in the administration and processing of traffic infringements.
- Oversee the adjudication of offenses and attendance to public inquiries.
- Render general operational support to Traffic Unit and other Traffic administration.
- Perform School patrol duties.
- Engage in managing road traffic accidents.
- Attend Court matters related to traffic violations.

DEPARTMENT : FINANCE
VACANCY NO 3 : SENIOR ACCOUNTANT: BUDGET AND REPORTING
REMUNERATION : R 496 455.05 P. A PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12).
- National Diploma or B-Com Degree in Accounting or any other equivalent qualification with Financial Management.
- Minimum of 04 years' relevant experience in Budget and Reporting which includes 2 years of supervisory experience.
- Knowledge of GRAP and Finance Management Act.
- Excellent knowledge of Budgeting, Accounting and Financial reporting.
- Excellent computer skills, particularly MS Word, MS Excel and PowerPoint.
- A Valid Driver's License.
- Good communication skills in both English and IsiZulu.
- Must be able to work under pressure.
- Problem Solving Skill and Analysis.

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Preparation and control of the budget processes through the execution of instruction and guidelines relating to the calculation and forecasting of income and expenditure, financial transaction updating ,adjustment of the financial recordings ,and preparation of summary report reflecting the financial status and performance to ensure financial planning and reporting procedures and time frame are complied with.
- Prepare annual and adjustment budget according to MFMA requirement budget regulations and sound financial practices.
- Populate and reconcile budget input information in terms of National Treasury format approved format and structure and structure.
- Implement budgets by controlling them monthly, quarterly and annually as required by the legislation and stakeholders.
- Compile and submit budget reports timeously as needed and prescribed.
- Apply accounting procedures to monitor performance against approved budget and reporting accordingly.
- Assist with the accuracy of financial transactions by monitoring and controlling monthly reconciliations of bank accounts, including all ledger and suspense accounts.
- Provide support for the preparation of annual financial statements in terms of the prescribed format, and guideline directives from the National Treasury and the Accounting Standards Boards.

- Compilation of accurate and Grap compliant Annual and Quarterly Financial Statement.
- Monitor and ensure effectiveness of Budget and Reporting unit.
- Perform any other duties as requested by the supervisor /HOD.

DEPARTMENT : FINANCE

VACANCY NO 4 : DEBTORS ADMINISTRATOR (T.G 09)

REMUNERATION : R 249 585.83 P. A PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12).
- National Diploma or B/Degree in Accounting or any other equivalent qualification.
- Minimum of 2 years relevant experience in Financial Management.
- Excellent computer skills, particularly MS Word, MS Excel and PowerPoint.
- Good communication skills in both English and IsiZulu.
- Must be able to work under pressure.
- A Valid Driver's License.

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Completing details on reminder notification indicating amount outstanding and circulating to account holders.
- Preparing documentation and records for handover to activate legal proceeding and collection.
- Documenting payment terms arrangement as agreed to with the customer and/or executive write off sequences for unrecoverable debtors upon approval.
- Processing transactional data referring to specific transitional documentation and recordings, attending and amendment/adjustment and the posting of transactions to specific accounts.
- Executing procedures with respect to Reconciliation of rates and services related income for debtors.
- Attending to the printing and posting of consolidated bills to customers.
- Preparation of Monthly Investment Register and preparing/processing Monthly Journal and reconciliation.

DEPARTMENT : FINANCE

VACANCY 05 : SUPPLY MANAGEMENT OFFICER (DEMAND)

REMUNERATION : R331 758.81 P. A PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12).
- National Diploma /Degree in Supply Chain Management or any other equivalent qualification.
- Minimum of 3 years of experience in the Municipal Supply Chain Management
- Excellent computer skills, particularly MS Word, MS Excel and PowerPoint.
- Valid driver's license.
- Good communication skills in both English and Isizulu.
- Must be able to work under pressure.
- Strong Knowledge and interpretation of Municipal Finance Management Act and any other legislations.

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Conduct needs assessment by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds.
- Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives.
- Oversee, coordinate and advise on the process of drafting specifications /terms of reference and special conditions of contract.
- Compile procurement plan.
- Report on Supply Chain Management information as required to internal and external stakeholders.
- Provides internal support to Departments on Procurement and Tendering issues.
- Compilation of Statutory report in terms of the MFMA and the Supply Chain Management Regulations.
- Administering coordinating the public invitation for quotations, competitive bids and the handling, opening and recording of bids.
- Supervise subordinate in the SCM Unit.

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**, which can be obtained on our website www.ndz.gov.za accompanied by a Curriculum Vitae with references (maximum three), certified copies of academic qualifications, ID Copy, and a Driver's license (where applicable), all of which must be no older than 6 months. No faxes, e-mails, or late applications will not 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: 24th October 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

