



**A BETTER PLACE FOR ALL**  
Ref No.: 4/3/65

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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 : COMMUNITY AND SOCIAL SERVICES**  
**VACANCY 01 : DISASTER MANAGEMENT OFFICER (T.G 12)**  
**REMUNERATION : R391 643,08 A PLUS NORMAL MUNICIPAL BENEFITS**

#### **REQUIREMENTS:**

- National Diploma or Degree in Disaster Management or Occupational Health and Safety
- Valid driver's licence
- Willing to work irregular hours
- Must be in good health and physical stature
- Minimum of 3 Years of experience in disaster management
- Fluent in English and IsiZulu
- Good understanding of disaster management issues and Acts.

#### **KEY PERFORMANCE AREAS:**

The successful candidate will be responsible for the following duties:

- Ensure that health and safety regulations are enforced and adhered to at all times
- Attend to disaster management issues, compliance and liaise with relevant stakeholders in conducting awareness
- Perform duties of OHS representative
- Attend to disaster risk assessment; Disaster risk reduction; response recovery and rehabilitation.
- Conducting Education, training, public awareness and research
- Ensure compliance on site; apply processes and procedures.

**DEPARTMENT : COMMUNITY AND SOCIAL SERVICES**  
**VACANCY 02 : TRAFFIC OFFICER X2 (T.G 09)**  
**REMUNERATION : 249 585.83 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.
- Valid Peace Officer Certificate
- 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.
- Control traffic and cordon the scene of the accident
- Make sure that all relevant role players are at the scene of the accident.
- Clear inquisitive bystanders at the scene of the accident

**DEPARTMENT : CORPORATE SUPPORT SERVICES**  
**VACANCY 03 : 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.
- Certificate in Project Management will be added advantage
- 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

**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.

**DEPARTMENT : PUBLIC WORKS AND BASIC SERVICES DEPARTMENT**  
**VACANCY 04 : SUPERVISOR (ROADS, STORMWATER, STREET**  
**CLEANING AND SOLID WASTE REMOVAL) TG.08**  
**REMUNERATION : R 221 688.56 P. A PLUS NORMAL MUNICIPAL BENEFITS**

**REQUIREMENTS:**

- National Senior Certificate (Grade 12).
- Minimum of at least 4 years' experience, of which 2 years must be at the supervisory level
- A valid C1 Driver's licence however the incumbent will be expected to secure code 14 (EC1) within twelve month period
- 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 , 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 accomplishments of department objectives.
- Perform tasks associated with Roads , storm water, potholes patching, street Cleaning , and solid waste management.
- Communicating with the Senior Supervisor ,Roads and storm water , 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 storm water drainage system clearing.
- Monitoring and supervision of solid waste removal
- Using building tools and aides to constructs kerbs, lay pipes and paving, install concrete ballards, storm water inlets 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](http://www.ndz.gov.za), which must be accompanied by a Curriculum Vitae with at least references, certified copies of academic qualifications, ID Copy, and a Driver's license, all of which must not be 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 forward your application to Mr. S.J Sondezi, the Acting 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: 11<sup>th</sup> May 2026 at 16:00pm**

*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.*



  
**MR. S.J. SONDEZI**

**ACTING MUNICIPAL MANAGER**

***A Better Place for All***

