



A BETTER PLACE FOR ALL
Ref No.: 4/3/66
Post Ref No

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 : FINANCE
VACANCY 01 : FLEET MANAGEMENT OFFICER
REMUNERATION : R 331 758.78 P.A. PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12).
- National Diploma / Degree in Transport Management, Logistics management, or any other relevant qualifications
- 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:

- Assist with compiling the report on fleet downtime and consult with the fleet manager to enhance service delivery
- Assist with enforcing Fleet management Policies and procedures
- Oversee the daily operations of the council Fleet and support the authorisation of fleet movement during office hours
- Ensure that vehicle movements are strictly monitored to optimise service delivery

- Oversee the administrative function for the correct completion of the logbook and fuel authorisations
- Assists with the administrative functions of the fleet, including incident and accident management
- Oversee the maintenance and management of the municipality's fleet of vehicles

DEPARTMENT : FINANCE
VACANCY 02 : STORES MANAGEMENT OFFICER
REMUNERATION : R 331 758.78 P.A. PLUS NORMAL MUNICIPAL
BENEFITS

REQUIREMENTS

- National Senior Certificate (Grade 12).
- National Diploma / Degree in Inventory Management, Accounting or any other relevant qualification.
- Minimum of 3-years relevant experience in Stores / Inventory Management Environment.
- Excellent computer skills, particularly in MS Word, MS Excel, and PowerPoint.
- Valid driver's Licence.
- Good communication skills in both isiZulu and English.
- Report writing skill

Key performance areas:

The successful candidate will be responsible for the following duties:

- Check the supplier documentation against physical items and verify quantity and specifications prior to acknowledging receipt or recording short delivery/ damages on the documentation
- Code stock received in accordance with control procedures and positions items in the appropriate location.
- Monitor stock levels against established safety stock levels, identify slow moving/ aged items and seek approval on changes to stock control guidelines.
- Conduct stock counting sequences, apply control procedures using specific coding/ labels to indicate counted stock and quantities.
- Receive and refer to approved transactional documentation to identify requirements, access specific items and check quantities prior to the issue.
- Collate and verify transactional documentation (requisitions, delivery notes, etc.) and forward for further processing and/or resolving of queries on pricing /discounts, etc.
- Prepare stock schedules detailing the quantity of stock on hand detailing reason for specific variances and the need for stock adjustments and forward for perusal, processing and approval.
- Update stock registers and control sheets, reflecting opening balances, movement and stock on hand.
- Update and maintain records and file transactional, instructional and procedural

documentation in alpha-numeric sequence to facilitate retrieval.

DEPARTMENT : DEVELOPMENT TOWN PLANNING SERVICES
VACANCY 03 : TOWN PLANNING OFFICER
REMUNERATION : R 331 758.78 P.A. PLUS NORMAL MUNICIPAL

REQUIREMENTS

- National Senior Certificate (Grade 12).
- Degree or National Diploma in Town and Regional Planning or any other relevant qualification.
- Registration as a Professional Planner in accordance with Planning Professions Act 36 of 2002.
- Minimum of 3- years relevant experience.
- Good Interpersonal and communication skills.
- Computer literacy.
- Report writing skills.
- Ability to work under pressure in order to meet deadlines.
- Valid driver's Licence.

Key performance areas:

The successful candidate will be responsible for the following duties:

- Assist in developing, reviewing and implementation of Spatial development frameworks and land use management schemes.
- Assist in identifying the need for land and township establishment in line with the Spatial development Framework.
- Evaluating applications for land use management and town planning activities.
- Making recommendations and Compiling reports to comment on applications to ensure alignments with town and Regional planning principles, Local needs and Policies.
- Assist in preparing reports for council consideration and approval.
- Assist in evaluation and approval of land use applications in terms of the spatial Planning and Land Use Management Act.
- Monitor the approval of Building plans in Accordance with National Building regulations and Building standards Act (Act 103 of 1997).
- Attend to public enquiries, site inspections and land use surveys.

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 forward your application to Mr. 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: 29th JUNE 2026 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. S.J SONDEZI

ACTING MUNICIPAL MANAGER

