



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

A BETTER PLACE FOR ALL

EXTERNAL ADVERTISEMENT

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

OFFICE OF THE MUNICIPAL MANAGER

POSITION: Risk Management Officer (T.G 12)

REMUNERATION: R 351 623 P. A plus Normal Municipal benefits

REQUIREMENTS:

- Grade 12
- National Diploma or B degree in Risk Management / Auditing / Accounting or any other relevant qualification
- Minimum of 3years Relevant Experience
- Knowledge of Municipal Legislation, including the MFMA
- Good communication skills in both English and isiZulu
- Must be able to work under pressure.
- Report writing skills and analytical skills
- Valid Driver's License

KEY PERFORMANCE AREAS:

- Develop appropriate risk management and compliance methodologies.
- Undertake specific assigned tasks in the process of development of the risk register.
- Undertake specific assigned tasks to Evaluate the effectiveness of the Risk Management process and procedures.
- Support the municipality in achieving compliance.
- Undertake required procedures as assigned to contribute towards the formulation of the Municipality's risk-based Audit Plan and Program
- Perform assigned risk assessments for the purpose of the audit plan and make sure that identified risk issues are included in the audit plan

- Contribute towards the risk-based audit plan by performing specific assigned tasks.
- Interpret legislative requirements and discuss them with Internal Audit Manager.
- Research key compliance aspects, as assigned, related to controls, risk, accounting procedures and practices, and performance management.

FINANCE DEPARTMENT**POSITION: MANAGER: ASSETS****REMUNERATION: R548 734,00 Plus Normal Municipal Benefits****REQUIREMENTS:**

- National Senior Certificate (grade 12).
- National Diploma or B Degree in Accounting/ Financial Management/Auditing or any other relevant qualification.
- A minimum of 3-4 years relevant experience of which two (2) years' experience should be at the Supervisory level.
- Extensive knowledge of generally accepted accounting standards.
- Good understanding and interpretation of the Municipal Finance Management, and any other relevant legislation.
- Computer Literacy.
- Valid Driver's Licence.

KEY PERFORMANCE AREAS:

The successful candidates will be responsible for the following duties:

- Ensure compliance with Council's Assets and Inventory management policies.
- Review Assets and Inventory policies annually and align them to GRAP requirements.
- Regularly report to Deputy CFO on all issues affecting fixed assets determination, utilization, replacement, and procurement.
- At least annually perform Assets and Inventory stock-taking or verification process and compile reports thereafter of assets and inventory to be written off.
- Perform Impairment and assessment of useful lives of assets in line with GRAP standards at least annually.
- Ensure proper administration of both Assets and Inventories.
- Attend to all issues raised by the office of the Auditor General that relate to assets and inventory.
- Compile monthly financial reports for the Council.
- Ensure that all visible and identifiable assets are barcoded and or properly marked
- Ensure that general ledger &fixed assets register always balance/reconcile
- Regularly liaise with the municipal insurance company and ensure
- Timeously respond to audit queries relating to assets accounting, asset register, asset management practices, and methodologies

used, Risk management practices, methodologies, and strategies on the systems and processes and ensure that mitigating internal controls are effective and in place.

- Supervise staff as the Council Policies

POSITION: Executive Secretary to the Chief Financial Officer. (T.G 07)
REMUNERATION: R 167 712.36 P. A Plus Normal Municipal Benefits

REQUIREMENTS:

- National Senior Certificate (grade 12).
- National Diploma or B/Degree in Administration/ Financial Management.
- Minimum of 2 years relevant experience.
- Excellent computer skills, particularly MS Word, MS Excel, and PowerPoint.
- Good telephone etiquette skills.
- Be fluent in both isiZulu and English
- Be able to maintain highly confidential information.
- Must be able to work under pleasure and extended hours

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Provide strategic support and assistance to the Chief Financial Officer.
- Liaise with subordinates that are reporting to the Chief Financial Officer.
- Handle both incoming and outgoing correspondences.
- Act as a link between the office of the Chief Financial Officer and any other departments to ensure proper coordination of functions.
- Make traveling arrangements and bookings for the Chief Financial Officer.
- Ensure that all relevant reports are submitted timeously to the Chief Financial Officer.
- Act as a coordinator between the Chief Financial Officer and relevant departmental units.
- Manage the diary of the Chief Financial Officer.
- Perform administration duties and prepare the weekly program for the Chief Financial Officer.
- Arrange meetings, prepare agendas, and type minutes for departmental meetings and any other meetings including Bid Committee meetings.
- Follow up on decisions taken at the meetings.
- Perform any other duties that may be delegated by a superior

POSITION: MUNICIPAL FINANCE MANAGEMENT INTERNSHIP X 1
REMUNERATION: R 75 000.00 P. A

REQUIREMENTS:

- National Senior Certificate (grade 12).
- National Diploma/ Degree in Commerce Accounting or any other relevant qualification.
- Good communication skills in both English and isiZulu.
- Computer Literacy.

KEY PERFORMANCE AREAS:

On-job training will be given in the following areas:

- Budget, Reporting, and Asset Management.
- Expenditure Management including payments to suppliers and creditors.
- Revenue Management i.e., Billing, Debt Collection, and Indigent Support.
- Financial statements.
- Procurement and Contracts management.
- General financial management administration.
- Perform any other duties that may be delegated by a superior

DEPARTMENT OF CORPORATE SUPPORT SERVICES

POSITION: Executive Secretary to the Senior Manager of Corporate Support Services. (T.G 07)

REMUNERATION: R 167 712.36 P. A plus Normal Municipal Benefits

REQUIREMENTS:

- National Senior Certificate (grade 12).
- National Diploma Office Administration, Public Administration, or any other relevant qualification.
- Minimum of 2 years relevant experience.
- Excellent computer skills, particularly MS Word, MS Excel, and PowerPoint.
- Good telephone etiquette skills.
- Be fluent in both isiZulu and English
- Be able to maintain highly confidential information.
- Must be able to work under pleasure and extended hours

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Provide strategic support and assistance to the Senior Manager: Corporate Support Services.
- Liaise with subordinates that are reporting to Senior Manager: Corporate Support Services.
- Handle both incoming and outgoing correspondences.
- Act as a link between the office of the Corporate Support Services and any other departments to ensure proper coordination of functions.
- Make traveling arrangements and bookings for the Senior Manager: Corporate Support Services
- Ensure that all relevant reports are submitted timeously to the Senior Manager: Corporate Support Services.
- Act as a coordinator between the Corporate Support Services and relevant departmental units.
- Manage the diary of the Senior Manager: Corporate Support Services.
- Perform administration duties and prepare the weekly program for the Senior Manager: Corporate Support Services.
- Arrange meetings, prepare agendas, and type minutes for departmental meetings and any other meetings.
- Follow up on decisions taken at the meetings.
- Perform any other duties that may be delegated by a superior.

DEPARTMENT OF TOWN PLANNING AND DEVELOPMENT

POSITION: SENIOR TOURISM OFFICER (T.A.S.K 11)

REMUNERATION: R 282 597.83 P. A plus Normal Municipal benefits

REQUIREMENTS:

- National Senior Certificate (grade 12)
- National Diploma in Tourism, Eco-Tourism, or any other relevant qualification
- Minimum of 3 years relevant experience
- Computer literate Ms Word / Excel, and PowerPoint.
- Good communication skills.
- Be fluent in both Isizulu and English.
- Valid Driver's Licence.

KEY PERFORMANCE AREAS:

The successful candidates will be responsible for the following duties:

- Stakeholder management and facilitation of local tourism forum.
- Represent Dr. Nkosazana Dlamini Zuma municipality at the District tourism forum, Provincial forum, and Economic Development meetings, Conferences, and Trade Shows.
- Manage and coordinate the entire marketing process including but not limited to advertising, promotions, events, brochures, media releases, and market research.
- Assist in the development of emerging tourism projects.
- Preparing investigational and procedural reports and summaries detailing functional progress and/ or outcomes for submission to the LED & Tourism Manager for consideration and inclusion in specific Committee Agendas.
- Controlling the stock of tourism publication materials, recording the issues, and assessing stock levels for re-order purposes
- Checking and verifying details and payable amounts on transactional documentation against proof of services rendered prior to submitting for approval and payment.
- Manage the staff and Tourism information center.

POSITION: Executive Secretary to the Senior Manager Town

Planning and Development (T07)

REMUNERATION: R 167 712.36 P. A Plus Normal Municipal Benefits

REQUIREMENTS:

- National Senior Certificate (grade 12).
- National Diploma or B/Degree in Office Administration, Public Administration, or any other relevant qualification
- Minimum of 2 years relevant experience
- Excellent computer skills, particularly MS Word, MS Excel, and PowerPoint.
- Good telephone etiquette skills.
- Be fluent in both isiZulu and English
- Be able to maintain highly confidential information.
- Must be able to work under pleasure and extended hours

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Provide strategic support and assistance to the Senior Manager: Town Planning and Development.
- Liaise with subordinates that are reporting to the Senior Manager: Town Planning and Development.
- Handle both incoming and outgoing correspondences.
- Act as a link between the offices of the Senior Manager: Development and Town Planning and any other departments to ensure proper coordination of functions.
- Make traveling arrangements and bookings for the Senior Manager: Town Planning and Development.
- Ensure that all relevant reports are submitted timeously to the Senior Manager: Town Planning and Development.
- Act as a coordinator between the Senior Manager: Town Planning and Development and relevant departmental units.
- Manage the diary of the Senior Manager: Town Planning and Development.
- Perform administration duties and prepare the weekly program for the Senior Manager: Town Planning and Development.
- Arrange meetings, prepare agendas, and type minutes for departmental meetings and other meetings.
- Follow up on decisions taken at the meetings and any other meetings.
- Perform any other duties that may be delegated by a superior.

DEPARTMENT OF COMMUNITY AND SOCIAL SERVICES DEPARTMENT
POSITION: TRAFFIC OFFICER X2 (T.G 09)
REMUNERATION: R 212 601.50 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.

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.

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** that can be obtained on 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 3 months. **No faxes, e-mails, or late applications will be accepted**

Please note acting in line with Section 71B.(1) of the Municipal System Act, 2022, as Amended (ACT NO.3 OF 2022) No municipal staff member is allowed to hold any political office in a permanent, temporary, or acting capacity, while in the employ of the municipality.

The Municipality reserves the right not to make an appointment.

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: 07 July 2023 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.




MR. N.C VEZI

MUNICIPAL MANAGER