



A BETTER PLACE FOR ALL  
Ref No.: 4/3/54

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Creighton, 3263  
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[www.ndz.gov.za](http://www.ndz.gov.za)

### LOCAL ADVERTISEMENT

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

<b>DEPARTMENT</b>	<b>: FINANCE DEPARTMENT</b>
<b>VACANCY 1</b>	<b>: SENIOR CLERK (DEMAND)</b>
<b>REMUNERATION</b>	<b>: R162 855.99 P.A. PLUS NORMAL MUNICIPAL BENEFITS</b>

#### REQUIREMENTS:

- National Senior Certificate (Grade 12).
- National Diploma / Degree in Accounting or any other relevant qualification.
- Minimum 02 years relevant experience.
- Computer Literacy.
- Good communication skills both in IsiZulu and English
- Must be able to work under pressure

#### KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Compile and prepare tender advertisements and documentation for placement and distribution.
- Attend Bid Specific Committee Meetings.
- Compile minutes of Bid Specification Committee meetings.
- Responsible for attending site meetings, and or/ information sessions, compile minutes of meeting and distribute to all attendees.
- Conduct various compliances and verification checks specifically for tenders and procurement processes.
- Perform all administrative tasks with regards to the tender processes.
- Responsible for filling and record keeping of tender and documents.

**DEPARTMENT : CORPORATE SUPPORT SERVICES**  
**VACANCY NO 2 : EXECUTIVE SECRETARY TO THE DEPUTY MAYOR**  
**(TASK GRADE 7)**  
**REMUNERATION : R 196 887,68 P. A. PLUS NORMAL MUNICIPAL BENEFITS**  
**DURATION : IN LINE WITH DEPUTY MAYOR'S TERM OF OFFICE**

**REQUIREMENTS:**

- National Senior Certificate (Grade 12)
- Computer Literacy
- Good communication skills in both IsiZulu and English
- 1 year Office administration experience
- Ability to maintain confidentiality
- Must be able to work under pressure

**KEY PERFORMANCE AREAS:**

The successful candidate will be responsible for the following duties:

- Providing front line and administrative support in the office of the Deputy Mayor.
- Maintaining and organizing the Deputy Mayor's diary, arranging and prioritizing meetings and confirming appointments.
- Arranging transport and accommodation for the Deputy Mayor when attending meetings outside the office.
- Communicate with the various internal departments and or external stakeholders on the program of the Deputy Mayor.
- Providing general office management services.
- Preparing high quality report and presentation for the Deputy Mayor.
- Handling and circulating all correspondences to the relevant departments (hard and electronic copy).
- Providing secretarial functions, compiling and distributing notices, agendas and minutes of meeting to relevant stakeholders.
- Performing any other relevant duties as and when required.

**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 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: 09<sup>th</sup> January 2026**

*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**



***A Better Place for All***

