



A BETTER PLACE FOR ALL
Ref No.:4/3/1

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Creighton, 3263
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Creighton 3263
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Email: mailbox@ndz.gov.za
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 position.

FINANCE DEPARTMENT

VACANCY 1

REMUNERATION

Senior Clerk: Acquisition (T.G 06)

R 146 214.60 P. A Plus Normal Municipal Benefits

REQUIREMENTS:

- National Senior Certificate (grade 12).
- National Diploma in Accounting or any other relevant qualification.
- A minimum of 1-2 years relevant experience in financial environment
- Computer Literacy

KEY PERFORMANCE AREAS:

The successful candidates will be responsible for the following duties:

- Attend to daily requests for procurement of goods and services.
- Request and obtain quotations from service providers.
- Compile comparative schedule for all quotations received including due diligence to ensure value for money and transparency.
- Assist in preparing monthly reports on the implementation of Supply Chain Management.
- Recording of requisitions in the requisition register.
- Issuing of orders.
- General office administration.

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.

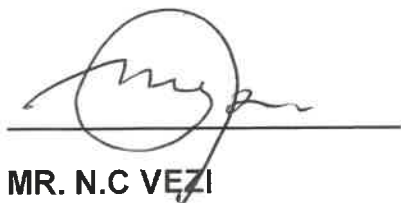
Canvassing or use of undue influence by job applicants or any other person on behalf of job applicants, for posts within the municipality's service is prohibited and evidence thereof will disqualify the applicant's application for consideration.

The Municipality reserves the right not to make an appointment.

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: 25th August 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

A Better Place for All

