



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

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EXTENAL 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

VACANCY 1

Administrator: Internal Audit (T.G 09)

REMUNERATION BENEFITS

R 224 881.98P.A PLUS NORMAL MUNICIPAL

REQUIREMENTS:

- National Senior Certificate (grade 12).
- National Diploma or B Degree in Internal Auditing/ Accounting / Financial Management or any other relevant qualification.
- Minimum of 02 years relevant experience.
- Computer Literacy Ms Word/Excel, and PowerPoint.
- Good communication skills in both English and IsiZulu.
- Be fluent in both isizulu and English

KEY PERFORMANCE AREAS:

The successful candidates will be responsible for the following duties:

- Assist with audit testing e.g assist the service provider with the conducting of preliminary evaluation of the internal controls, documenting test results on working papers.
- Assist in the planning of audit assignment.
- Compilation of audit committee packs.
- Preparation of internal audit files per project.
- Assist in handling administrative operations and to handle office filling system.
- Perform any other functions as requested by your supervisor.

DEPARTMENT OF COMMUNITY AND SOCIAL SERVICES DEPARTMENT
VACANCY 2: TRAFFIC OFFICER X1 (T.G 09)
REMUNERATION: R 224 881.98 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 Licence.
- 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.

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: 01st December 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

