



A BETTER PLACE FOR ALL
Ref No.: 4/3/21

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EXTERNAL JOB ADVERTISEMENT

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

COMMUNITY AND SOCIAL SERVICES DEPARTMENT

VACANCY 1 EXECUTIVE SECRETARY TO SENIOR MANAGER: COMMUNITY AND SOCIAL SERVICES (T.G 07)

REMUNERATION: R 176 768.78 P. A Plus NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (grade 12).
- B/Degree or National Diploma 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 isiZulu and English
- Be able to maintain highly confidential information.
- Must be able to work under pressure 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 of Community and Social Services.
- Liaise with subordinates who report to the senior manager of community and social services.
- Handle both incoming and outgoing correspondences.
- Act as a link between the Senior Manager's office: Community and Social Services and any other departments to ensure proper coordination of functions.

- Make travelling arrangements and bookings for the Senior Manager: Community and Social Services.
- Ensure that all relevant reports are submitted timeously to the Senior Manager: Community and Social Services.
- Act as a coordinator between the Senior Manager: Community and Social Services and relevant departmental units.
- Manage the diary of the Senior Manager: Community and Social Services.
- Perform administration duties and prepare the weekly programme for the Senior Manager: Community and Social Services.
- Arrange meetings, prepare agendas, and type minutes for departmental meetings.
- Follow up on decisions taken at the meetings.
- Perform any other duties that may be delegated by a superior.

PUBLIC WORKS AND BASIC SERVICES DEPARTMENT

VACANCY 02 HANDYMAN (T.G 07)

REMUNERATION R 176 768.78 P. A Plus NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12).
- N3 Certificate in Built Environment or any relevant qualifications with Trade test in (Plumbing or Bricklaying)
- Minimum of 2-3 years' relevant experience within the building industry.
- Be able to communicate both in English and isiZulu.
- A Valid C1 Driver's Licence.
- No criminal record/pending cases.

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Perform building renovations and upgrades as directed
- Perform routine inspections of Municipal buildings to check for maintenance problems
- Communicate material and tools requirements to support personnel
- Driving to the worksite and attending to specific preparatory requirements
- Remove and replace fixtures like locks, handles, taps, and tests functionality
- Perform all plumbing duties in water and sewer systems (new installation, repair of existing system and unblocking of sewer lines).
- Perform any other duties that may be assigned within the scope of the building industry.

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 06 months. **No faxes, e-mails, or late applications will be accepted**


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: 30th August 2024 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

