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A BETTER PLACE FOR ALL
Ref No.: 4/3/34

EXTERNAL ADVERTISEMENT

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

DEPARTMENT : COMMUNITY AND SOCIAL SERVICES
VACANCY 1 : SENIOR TRAFFIC OFFICER (TG 11)
REMUNERATION : R 311 261 .76 P.A PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12).
- Traffic Officer's Diploma.
- Valid Peace Officer's Certificate
- Registered as a Traffic Officer/Examiner with the Department of Transport.
- Minimum of 4 year's relevant experience as a Traffic Officer
- 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.
- Good communication skills in both English and isiZulu

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Enforce compliance with the National Road Traffic Act including by-laws and all relevant legislation.
- Enforce all Public Safety legislations to keep the community safe and secure.
- Coordinate and implement Crime prevention operations.
- Participate in roadblocks and crime operations to reduce crime in conjunction with other stakeholders.
- Attend Courts to give evidence as a witness to the traffic violation
- Issue tickets for road violations and submit them to law enforcement administration.
- Execute warrants of arrest issued by the courts with a team of officers
- Enforce the Hazardous Substances Act (Act 15/77) by verifying users comply with the requirements of the Dangerous Goods Act
- Prepare weekly schedules, reports, and planning of the day-to-day running of the licensing traffic section.

DEPARTMENT : COMMUNITY AND SOCIAL SERVICES
VACANCY 2 : TRAFFIC OFFICER X2 (T.G 09)
REMUNERATION : R 234 165.72 P. A PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12).
- Traffic Officer's Diploma.
- Valid Peace Officer's Certificate
- 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 the Traffic Unit and other Traffic administration.
- Perform School patrol duties.
- Engage in managing road traffic accidents.
- Attend Court matters related to traffic violations.
- Control traffic and cordon the scene of the accident
- Make sure that all relevant role players are at the scene of the accident.
- Clear inquisitive bystanders at the scene of the accident.

DEPARTMENT : COMMUNITY SOCIAL SERVICES (BULWER CSC)
VACANCY 3 : RECEPTIONIST (T.G 05)
REMUNERATION : R130 063.08 P. A PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- Secondary Qualification
- Minimum of 1-year experience as a receptionist
- Good Communication skills
- Must be able to work under pressure
- Good Telephone etiquette.
- Computer Literate in MS Office

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Attend to visitors, establish the nature of the visit, and direct requests to appropriate personnel,
- Record details of inquiries, and /or messages in the absence of personnel and forward them for attention upon availability and or communicate routine information to the inquiries referring to the municipal calendar, directory, and other sources of information,
- Sorting and distributing posts,
- Booking meetings,
- Control the entry /exit of personnel/visitors from the premises,
- Make and receive telephone calls on behalf of staff and record messages etc.
- Always keep the reception area clean and tidy

N.B. First preference will be given to white, Indian, coloured female

DEPARTMENT : CORPORATE SUPPORT SERVICES
VACANCY 4 : IPMS OFFICER
REMUNERATION : R311 261.76 P. A Plus NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12).
- Degree in Human Resources Management/Business Management or any other relevant qualification.
- Minimum of 3 years relevant experience in a PMS Environment.
- Good Communication skills, in both English and IsiZulu.
- Computer Literate in MS Office
- Report writing skills
- A Valid Driver's licence

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Draft research-based performance efficiency reports, present them to line managers, and suggest performance management changes as necessary.
- Gather and assess business intelligence and the necessary data to assess employee performance and identify individual and sectional / units workplace issues and development barriers.
- Assist in setting measurable performance targets with regard to each development priority/objective.
- Assist in Reviewing performance based on the targets and key performance indicators
- Proposing steps to improve performance where targets are not met.
- Providing training for the effective implementation of the performance management system.
- Facilitation and assist line managers with quarterly performance reviews and reporting.
- Facilitate the cascading of IPMS to all the relevant levels to ensure effective and efficient divisional contributions as well as overall compliance with the IPMS policy and processes.
- Establish and/or implement a compliance schedule and maintain the schedule regularly.
- Compile Quarterly and Annual Performance reports.
- Examining the applicability, appropriateness, and adequacy of measures and/ or formulating recommendations to support changes to standards and/ or quantitative weightings.
- Co-ordinating and conducting climate surveys to support and create usable relationships with respect to setting and determining relevant performance parameters and dimensions.

DEPARTMENT : DEVELOPMENT TOWN PLANNING AND SERVICES
VACANCY 5 : BUILDING CONTROL OFFICER (TG 11)
REMUNERATION : R 311 261 .76 P.A PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12).
- National Diploma in Built Environment or any other relevant qualification
- Be able to assess the building plan using the OVVO system.
- Minimum of 3 years experience in the Construction & Built Environment
- Computer literate in MS Office
- A valid driver's license.
- Be physically fit.
- Must be willing to work long hours.

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Evaluate and approve/disapprove new commercial sign applications, hoardings, and posters to ensure compliance with Council By-Law and policies
- Verify that procedures and systems are in place to ensure optimum service delivery development, applications and review norms and standards and evaluation of technical and technological changes and developments relating to and impacting on building control and outdoor advertisement.
- Controlling and/or approving outcomes associated with the assembly or preparation of base information and plans for building design forms and guiding the formulation and concept plans for average complexity forms of building structures, including By-laws pertaining to outdoor advertisements.
- Visiting specific work sites and conducting inspections to establish materials, the construction of the works, and procedures are in accordance with approved design drawings, specifications statutory regulations (National Building Regulations), and Town Planning Schemes.
- Measuring and determining conformity to specifications e.g. screen walls, opening and interior angles, and arches, and checking the use of protective materials and layers to prevent water penetration, cracks, etc.
- Issuing compliance notices to facilitate the demolition of illegal constructions/unsafe buildings due to decay or damages and /or corrective measures necessary to address encroachment and aesthetics of the building.
- Reporting /submitting relevant correspondence to owners of issues of non-conformity/problems on site and forwarding details of the Building inspector's observations and findings to facilitate problem-solving sequences before approval
- Coordinating the institution of legal proceedings when unable to obtain compliance with regulations.
- Making recommendations and proposals on complex matters associated with building control for the attention /consideration of the immediate superior for inclusion into Council and Committee reports
- Issuing of Occupancy Certificate

DEPARTMENT : DEVELOPMENT TOWN PLANNING AND SERVICES
VACANCY 6 : ENFORCEMENT OFFICER
REMUNERATION : R 234 165.72 P.A. PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12).
- National Diploma in Town and Regional Planning
- Minimum of 3 years' relevant experience
- Valid Peace Officers Certificate
- Computer Literate in MS Office
- A valid driver's license.
- Be physically fit.
- Must be willing to work long hours.

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- To undertake investigations of alleged breaches of planning control including researching site histories and undertaking site inspections, together with the recording of all relevant information on the planning enforcement database.
- To deal with all forms of correspondence and enquiries from the public, other Council Services, business groups, Councillors, Members of Parliament and other organisations relating to the enforcement of planning controls.
- To enter into negotiations, dialogue and correspondence with transgressors, complainants and other interested parties in an effort to resolve breaches of planning control in line with the Council's enforcement policy and good practice.
- To prepare all necessary reports setting out the justification for formal action.
- To draft enforcement notices and other documentation arising from breaches of planning control.
- To process a wide range of planning and other applications arising from the investigation of breaches of planning control.
- To prepare and present reports at Planning Committee on planning applications and other enforcement cases.
- To deal with all types of planning and enforcement appeals including the preparation of appeal statements, proofs of evidence and the giving of evidence at Public Inquires, Hearings and Court proceedings. etc

DEPARTMENT : FINANCE
VACANCY 7 : CONTRACT MANAGEMENT OFFICER (T.G11)
REMUNERATION : R311 261 .76 P. A PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12).
- National Diploma or B Degree in Accounting, Business Management, or any other relevant qualification.
- A minimum of 3 years of relevant experience.
- Computer Literate in MS Office
- Valid C1 driver's licence.
- Good Communication and interpersonal skills.
- Knowledge of Local Government Legislations and ability to execute tasks associated with this post in line with SCM Regulations and related Legislations

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Administering concluded contracts and interacting with departments to establish conformance with specifications, terms, and conditions.
- Administering contracts effectively in accordance with the council policies, procedures and complaints with applicable legislation requirements.
- Interacting with the Project Manager about the signing of contracts and service level agreements for all contracts entered by the Council.
- Ensuring that all contracts are accurately recorded on the contract register and regularly updated.
- Reviewing contracts on the contract register to ensure their validity.
- Coordinating and control the application of the procedures in respect of the supplier performance monitoring and contract management.
- Preparing reports on non-performing / poor-performing companies and recommends the appropriate actions to be taken to remedy the situation.
- Supervising activities of the personnel to ensure that work performed meets acceptable standards and is completed within the agreed period.
- Maintain contract register in a format provided by the Provincial Treasury.

DEPARTMENT : PUBLIC WORKS AND BASIC SERVICES DEPARTMENT
VACANCY 8 : SUPERVISOR UNDERBERG (ROADS, STORMWATER, STREET
CLEANING AND SOLID WASTE REMOVAL) T.G.8
REMUNERATION : R 207 992.04 P. A PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12)
- Minimum of 4 years' relevant experience at supervisory level
- Built Environment/ Waste Management Certificate will be an added advantage.
- A valid EC1 Drivers licence.
- Good communication skills in both isiZulu and English.
- Computer Literate in MS Office
- Report Writing Skills

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Coordinate and control road maintenance, Pothole patching, and Street cleaning.
- Monitoring and correcting support personnel performance and deviations from standards, procedures, and guidelines.
- Undertaking routine/general tasks contributing to the accomplishment of department objectives.
- Marking and /or providing physical indicators /written guidelines on depth and levels to be used and, work sequences to follow in preparation for repair and construction.
- Scheduling of road verges maintenance, street cleaning and Storm water drainage system clearing.
- Monitoring and supervision of solid waste removal.
- Using building tools and aides to construct kerbs, lay pipes and paving, install concrete bollards, storm water inlet cover, erect road signage, etc and/undertaking /plastering and brickwork.
- Addressing workplace conflict through a consultative process and implementation of specific disciplinary procedures
- Visiting work sites and communicating with personnel to ascertain progress, determine constraints requiring technical/ specialist intervention and implement corrective measures

N.B. First preference will be given to white, Indian, coloured female

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 **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 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 Municipality processing my personal information as part of the recruitment process. Dr NDZ Municipality shall take reasonable measures to protect the personal information of the applicant and for the purposes of this disclaimer, "personal information" shall be defined as detailed in the Protection of Personal Information Act 4 of 2013(POPIA).

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: 14th February 2025 at 16:00 pm.

Dr. Nkosazana Dlamini-Zuma Local 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

