



A BETTER PLACE FOR ALL

Ref No.:4/3/70

**DR. NKOSAZANA DLAMINI-ZUMA
MUNICIPALITY**

2026 -07- 23

P. O. Box 62, Creighton, 3263
Tel: 039 833 1035 * Fax: 039 833 1179

Main Street
Creighton, 3263

P.O Box 62

Creighton 3263

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LOCAL ADVERTISEMENT

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

DEPARTMENT	: PUBLIC WORKS AND BASIC SERVICES
VACANCY 01	: ROLLER OPERATOR (T.G 6)
REMUNERATION	: R 170 591.65 P.A Plus Normal Municipal Benefits

REQUIREMENTS

- Secondary Education
- Minimum 02 years relevant experience.
- A valid code 10 driver's license.
- Must be able to read and write both English and IsiZulu.
- Be able to work under pressure.
- Be able to multi-task.
- Roller certificate added advantage.
- Be physical fit.

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Receiving instructions from the immediate superior and/ or communicate with the immediate superior to establish details of tasks (vehicle, Materials and personnel).
- Inspecting safety devices, controls, lubricant levels, etc. on vehicles/ heavy plant and reporting defects to the immediate superior.
- Washing and cleaning heavy plant removing debris using a pressurized hose and specific cleaning material, and/ or attending to the basic removal/ replacement of defective parts (types, etc).
- Making sure that machines are checked before leaving for the sites.

DEPARTMENT : COMMUNITY AND SOCIAL SERVICES DEPARTMENT
VACANCY 02 : FIRE FIGHTER X2 (T.G 09)
REMUNERATION : R 261 441.15 P. A PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12).
- Certificate in Fire Fighter 1 and 2.
- Hazmat awareness and operations.
- First Aid Level 3/BAA.
- A valid C1 driver's licence.
- Ability to communicate in both IsiZulu and English
- A minimum of 02-years relevant experience.
- Be physically fit.
- No criminal record or pending criminal charges.
- Will be expected to run 2.4 km's.
- Pump Operator Course and /or Disaster Management Certificate will be an added advantage.
- Physical fitness is the key requirement: Candidate may be required to undergo several assessment tests to determine their suitability for the post. The incumbent will be expected to have understanding of computer packages (MS word, MS Excel and MS PowerPoint).
- Good interpersonal and communication skills.

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KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- React immediately to fire station bells.
- Respond to fire, medical and hazardous emergencies.
- Ensure compliance with relevant Legislations and Council Policies, Procedures and Standards.
- Perform disaster management activities as and when required.
- Ensure state of preparedness for fire-fighting and other emergency situations by regularly cleaning and testing fire-fighting equipment.
- Perform administrative duties, including the completion of incident reports and reporting of faulty equipment and defects.
- Participate in training classes and drills in firefighting, emergency medical care, disaster response and specialized rescue.
- Perform fire safety inspections.
- Carry out firefighting and emergency activities at the scene of incidents to ensure the safety of fire-fighting and others, with the prime objectives of saving lives and properties.

DEPARTMENT : PUBLIC WORKS AND BASIC SERVICES DEPARTMENT
VACANCY 03 : GENERAL ASSISTANT (T.G 03)
REMUNERATION : R 138 508.75 P. A PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS :

- Secondary level of Education
- Minimum of 1 Year Relevant Experience.
- Must be able to read and write.

KEY PERFORMANCE AREAS:

The successful candidates will be responsible for the following duties:

- Receiving instructions/ guidance from the immediate superior and attends to the preparation of the work site. (e.g. placing roads signage, loading/ off-loading equipment, tools, etc.) and/ fastening slings/ ropes and guiding / holding material/ equipment during the loading/ off-loading sequence.
- Maintaining and cleaning of sewer mechanism including sewer lines, septic tanks and manholes operating all plant required.
- Preparing requisite quantities of materials (e.g. concrete, mortar, etc.) and proceeds with mixing sequence.
- Excavating and backfilling trenches and ancillary road-works to defined level and widths using hand held tools (e.g. spade, picks, etc.)
- Laying and compacting materials (e.g. crusher run, asphalt, etc.) using hand held tools and plant (e.g. hand-stamper, spade, roller, etc.)
- Cleaning/ cutting grass and verges using a brush-cutter
- Supporting the Supervisor with the placing of pre-cast concrete products (e.g. kerbs, pavers, etc.)
- Supporting the Supervisor with the marking and mounting of signage on supporting structures

DEPARTMENT : FINANCE
VACANCY 04 : CONTRACT MANAGEMENT CLERK
REMUNERATION : R 170 591.65 P.A PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- National Senior Certificate (Grade 12)
- National Diploma / Degree in Supply Chain Management or Logistics Management, or any other relevant qualifications
- Minimum of 1 – 2 years relevant experience
- Good Communication skills, in both English and Isizulu
- Ability to meet deadlines
- Be Computer literate
- Attention to detail
- Good Interpersonal skills

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KEY PERFORMAMCE AREAS:

The Successful candidate will be responsible for the following duties:

- Scheduling Bid committee meeting at appropriate times
- Updating Bid and contract files
- Assisting with general office administration functions relating to contract management
- Liaising and providing statistical data concerning specific contracts with the supervisor
- Assisting in managing allocated contract implementation and transaction, including management of supplier and Municipality activities
- Maintaining and updating the contract register continuously
- Taking minutes on inception meetings and ensuring that they are filed in the tender files

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** obtainable from 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 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 his disclaimer, "Personal Information" shall be defined as detailed in Protection of Personal information Act 4 of 2013 (POPIA)

Communication will only be made with shortlisted candidates. Applicants who have not been contacted within 3 months of the closing date should consider their applications as unsuccessfully.

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: 07th AUGUST 2026

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

