



ALFRED NZO
DISTRICT MUNICIPALITY
EXTERNAL ADVERTISMENT
VACANT POSITIONS
NOTICE NO 01/2025/2026

Alfred Nzo District Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. **People with physical disabilities are encouraged to apply.**



Applicants are hereby invited from suitably qualified persons for the following position:

1. COMMUNITY DEVELOPMENT SERVICES

RE-ADVERTISEMENTS

HEAD OF DISASTER RISK MANAGEMENT SERVICES

TASK GRADE: 17

ANNUAL BASIC SALARY: R759 701.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 • Minimum Honours or Post Graduate Diploma in Disaster (Risk) Management • Registration with Disaster Management Institute of Southern Africa (DMISA) • More than Eight (8) years' experience in Senior Management, within disaster management • Competency in the use of computer package • Valid driver's license.

KEY PERFORMANCE AREAS: Mapping out current and future interventions where necessary to sustain and effectively address all aspects of the disaster continuum and submit the report to the immediate superior • Monitoring the adequacy of current training intervention through the

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ERF 1400 NTSIZWA STREET, PRIVATE BAG X511, EMAXESIBENI, 4735,

TEL: 039 254 5000 FAX: 039 254 0343 WWW.ANDM.GOV.ZA CUSTOMER CARE LINE: 086 000 3781

evaluation of competency demonstrated in workplace application and preparing progress and assessment reports for inclusion into the consolidated Skill Development Plan of the Unit • Plans and implements corrective measures to rectify deviations/acts contrary to financial regulation, audit requirements and department procedures • Investigate appropriate relevant strategies, programmers and intervention to guide risk reduction, avoidance and control and further submit the report to the immediate superior and also he/she will be responsible for management of environmental degradation and management of ecosystems. • Disseminates communication strategies aimed at creating awareness and/or seeking acknowledgement and Overall Management of Disaster Management Unit.

**PLATOON COMMANDERS X4
TASK GRADE: 12
ANNUAL BASIC SALARY R381 931.00 PLUS BENEFITS**

ESSENTIAL REQUIREMENTS: Grade 12 • Fire Fighter 1 & 2 with Hazmat OPS Certificate/Certificate in Fire Technology • National Certificate in Emergency Services Supervision or relevant NQF Level 05 • BAA registered with HPCSA • Pump Operator/Aerial Appliance Certificate • Fire Prevention Course • Fire service Instructor certificate • Higher Certificate in fire Technology • Fire Officer I • Peace Officer Course Certificate • Minimum of 06 years' experience of 02 years must be at Senior Fire Fighter • A Valid driver's license (C1) and Computer Literacy

KEY PERFORMANCE AREAS: Plan and conduct routine and general fire safety inspections for identifying possible contraventions of the building regulations • Manage in-service training of staff for effectiveness and efficiency in service delivery or any incident handling • Supervise Senior Firefighters to coordinate daily activities by delegating tasks • Compile reports of all



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2. CORPORATE SERVICES-HRM

SENIOR HR OFFICER: LABOUR RELATIONS TASK GRADE: 12

ANNUAL BASIC SALARY R381 931.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 • A relevant 3 year tertiary qualification in Human Resources Management or Related field • 5 - 8 years' relevant experience required • A valid driver's license.

KEY PERFORMANCE AREAS: Coordinating organization change and development through the formulation of specific industrial Relations policies and procedures and forwards/ presents to the manager and or Councils Committees • Coordinates practical training and guidance to management on procedures and applications associated with specific industrial relations processes • Coordinates and controls procedures and processes associated with maintaining employment relations and industrial peace • Coordinate procedure and research associated with disciplinary and grievances undertake any other task that may be assigned by the supervisor • Prepares and represent the Municipality in cases referred for conciliation/ Arbitration. • Coordination & convening of consultative/ statute structure (Local Labour Forum).

Closing date: 18 July 2025 @ 15h00 PM

Please note: Applicants must submit a completed **ANDM Employment Form** obtained from our offices or on our website (www.andm.gov.za) and a comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license where applicable. **Applications should be forwarded to the Corporate Services Department, Alfred Nzo District Municipality, ERF 1400 Ntsizwa Street, Mount Ayliff, 4735. Appointment will be subject to appropriate security clearance/criminal record check, a competency as well as reference and qualification checks.** If applicants receive

no notification within two months from the closing date, please assume that your application was unsuccessful. The council reserves the right not to fill the position. Alfred Nzo District Municipality is an equal opportunity and affirmative action employer and people from designated groups.

LATE, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED
All enquiries should be directed to Mr. S Fikeni: Senior HR Officer by telephone at (039) 254 5000.



MR. O. DIKO
ACTING MUNICIPAL MANAGER