



ALFRED NZO

DISTRICT MUNICIPALITY

EXTERNAL ADVERTISEMENT VACANT POSITIONS

NOTICE NO 06/2025/2026

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. INFRASTRUCTURE DEVELOPMENT AND MUNICIPAL SERVICES

RE- ADVERTSMENT

PROJECT MANAGERS X2 (UMZIMVUBU LM AND MATATIELE LM)

TASK GRADE: 15

ANNUAL BASIC SALARY R586 149.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 • National Diploma in Civil Engineering • Registration as a Pr. Techni Eng. • 5-8 years' experience in water and sanitation projects • A Valid driver's license and Computer Literacy

KEY PERFORMANCE AREAS: Integrate co-ordinate, project manage and financially administrator MIG Projects • Manage and administer contracts and budget • Preparation of monthly, quarterly, annual reports for submission to DPLG as determined in the applicable legislation/required by MIG management unit • Delivering technical support and evaluating

proposed project in alignment with the respective municipal IDPS and the regional and provincial growth and development plans • Ensuring compliance with all legal aspects and conditions as required by the various spheres of government • conducting site visit/meetings to ensure compliance with business plan conditions • Managing cash flows and committing project expenditure • Verify payment certificates and prepare monthly payment schedule documentation • Maintain project performance data on a national database • Assisting with other related municipal infrastructure programmes.

RE- ADVERTISEMENT
ASSISTANT MANAGER: WSP (WMM LM)
TASK GRADE: 15
ANNUAL BASIC SALARY R586 149.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 • National Diploma in Civil Engineering • 5 years or more supervisory experience especially in water and sanitation • Proven competence in project management • Competency in the use of computers especially in Excel, PowerPoint, Outlook, internet and specialized software like flow chart • A Valid driver's license.

KEY PERFORMANCE AREAS: Management of operation and maintenance for current, medium and long term project • Quantity material with cost for all water and sanitation request receive within the District • Performance and personnel management • Financial management • Manage operations and maintenance, communication and administration • Survey of planned sewer and water lines within the town.



RE- ADVERTISEMENT

ASSISTANT MANAGER: AFS AND INTERNAL CONTROL MONITORING
TASK GRADE: 15
ANNUAL BASIC SALARY R586 149.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 • B.Com or National Diploma majoring in Accounting/Financial Management • 8 years or more relevant experience covering all aspects of the relevant financial process and the management of financial information, especially in preparing GRAP compliant Annual Financial Statements • Competency in the use of computers in Case ware, Excel, PowerPoint, Outlook, Internet • A Valid driver's license.

KEY COMPETENCY SKILLS: Knowledge of the Municipal Finance Management Act and Treasury regulations • In-depth knowledge of national policy and legislation impacting on municipal finance • Reasonable understanding of IDP, budgeting, and SDPIP in the Municipal context • Strong supervisory skills and interpersonal skills • Good reporting and communication skills.

KEY PERFORMANCE AREAS: Coordinate and manage the preparation of Monthly/half-yearly interim / annual financial statement, consolidated annual financial statements, and working paper files for submission to AFS reviewers and Auditors • Oversee the flow of financial transactions, documentation, and updating of the financial system • Manage and maintain the relevant financial records (Main ledger, control schedules and reconciliation to subsidiary records, monitor control accounts income, expenditure, Assets and liabilities to ensure balancing trial balance • Liaise with Auditors (internal and External) for auditing of Annual Financial statements, attend to the statutory audit process • Monitoring development and overseeing the implementation of effective and efficient internal controls • Management of the AFS and internal controls monitoring units • Performing a financial analysis of the Municipality to identify its status

regarding financial viability and sustainability • Support management to submit to the National Treasury, Provincial Treasury, and Auditor General such information, returns, documents, explanation and motivations on finances as may be prescribed or required • Advising all staff and management on the requirements of the applicable accounting standards (GRAP) and the relevant accounting transactions • Monitoring of the internal controls including the planning and resource management in respect of financial month and year-end closure procedures, developing and implementing accounting policies in line with applicable accounting standards • Playing an active role in Risk and change management in Accounting and Reporting • Ensure financial and performance management • Provide leadership to staff and management within AFS and internal controls monitoring unit.

3. COMMUNITY DEVELOPMENT SERVICES

RE- ADVERTSMENT

HEAD OF DISASTER RISK MANAGEMENT SERVICES

TASK GRADE: 17

ANNUAL BASIC SALARY: R797 762.00 PLUS BENEFITS

**STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES
(EMAXESIBENI)**

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 • Motoring the adequacy of current training intervention through the 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.

RE- ADVERTISEMENT

MANAGER: MUNICIPAL HEALTH SERVICES

TASK GRADE: 17

ANNUAL BASIC SALARY: R797 762.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 • A relevant tertiary qualification, preferably a B. Tech: Environmental Health • Peace Officer: Registration with Department of Agriculture if applicable • Registration as an EHP with the Health Professions Council of South Africa for Independent practice • 8 years or more relevant experience of which 03 years at managerial experience • A valid driver's License • Competency in the use of computer package.

KEY PERFORMANCE AREAS: Developing and reviewing the municipal health services strategy that supports community services' strategy and ultimately the IDP of the municipality, using the input from the departments, divisional staff and related legislative framework • planning and attending to audit queries relating to the division in line with the audit action plan of the Department • Scrutinizing and presenting assessment reports, community health profile and environmental health risks including relevant mechanisms to remedy and reduce environmental health nuisance and hazards, to internal and external stakeholders • Managing appropriate dissemination of information and guiding personnel and management on specific related to environmental health • Leading and managing community and household awareness



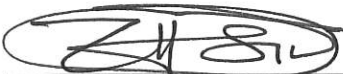
campaigns and education on health problems and the importance of taking and following up on treatment, promotion of food supply and nutrition, safe water and basic sanitation, and prevention of local endemic diseases • Reviewing monthly, quarterly and annual reports referring to statistical data and qualitative information related to management/ control purposes of the Section for the attention of the Senior Manager • Monitoring and implementing corrective measures to rectify deviations/ acts contrary to financial regulations, audit requirements and departmental procedure

Closing date: 06 February 2026 @ 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 one month 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. Z.H. SIKHUNDLA
MUNICIPAL MANAGER**