



## **ALFRED NZO**

DISTRICT MUNICIPALITY

### **EXTERNAL ADVERTISEMENT VACANT POSITION NOTICE NO 02/2025/2026**

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 – FIRE AND RESCUE**

##### **STATION COMMANDER**

**TASK GRADE: 15**

**ANNUAL BASIC SALARY R586 149.00 PLUS BENEFITS**

**ESSENTIAL REQUIREMENTS:** Grade 12 • Firefighter ranks and achieved up to platoon commander qualifications • Relevant tertiary qualification, preferably a Diploma/ level 6 or bachelor's degree/NQF level 7 in fire Technology • 7 years' operational experience of which 3 years must be at supervisory level (Platoon commander) • Registration to any relevant professional bodies such as SAESI, FPCSA, HPCSA etc. • Driver's license and Computer Literacy: MS Office required.

**KEY PERFORMANCE AREAS:** Controlling the emergency including fires, chemicals spillages and releases, emergency medical and other humanitarian services in accordance with the posts

responsibility level, by responding as officer in command of appliances ,equipment and crews as directed by the Emergency Communications Centre • Providing direction to fire and Rescue in advising applicants/engineers/architects on matters related to the safety in building including structural fire protection ,smoke management system, fire detection system, communication systems , and matters related or incidental thereto • Conducting appraisals to measure performance against agreed objectivities, counseling and consulting with personnel on developmental goals, career paths and short-term targets and standards • Verifying that subordinates are capable of performing prescribed duties, presenting schedules on the job watch training sessions, training and development • Coordinating related and general administration tasks/ duties and assisting the chief fire officer in preparation of financial requirements estimates for the fire station Consumables.

## **2. MUNICIPAL MANAGER - MAYOR'S OFFICE**

### **ADMIN OFFICER**

**TASK GRADE: 10**

**ANNUAL BASIC SALARY R287 737.00 PLUS BENEFITS**

**ESSENTIAL REQUIREMENTS:** Grade 12 • National Diploma in Public Administration/ Management or related field • 02-05 years' relevant administration experience • Competency in the use of Computer package.

**KEY PERFORMANCE AREAS:** Provides secretarial/ administrative support to various meetings within the Municipality • Interacting with all directorates for proposed dates for compilation on Executive Mayoral Committees and make recommendations of dates for all official meetings for approval by the Executive Mayor • Coordinate administrative activities associated with preparation of documents and correspondences • Verify the correct recording and updating of registers of attendees to Committee meetings and forwarding information on request to relevant officials • Verifying correct capturing of resolutions passed by the relevant committees.



### 3. INFRASTRUCTURE DEVELOPMENT AND MUNICIPAL SERVICES

#### HEAVY DUTY PLANT OPERATORS X3

TASK GRADE: 07

ANNUAL BASIC SALARY R201 620.00 PLUS BENEFITS

**ESSENTIAL REQUIREMENTS:** Grade 08 or relevant qualification • Code 14 with Public Drivers Permit • Physically able to perform hydraulic pump hand • 02 years' relevant experience • Knowledge of the piping controls on all Municipal heavy duty vehicle within Geographical Area of Alfred Nzo District • Language proficiency in at least two of the four languages of Alfred Nzo District (English, IsiXhosa, Sesotho and Afrikaans).

**KEY PERFORMANCE AREAS:** Work under supervision of an Area Manager • Take instructions or task to be completed • Able to drive operate all heavy articulated vehicle of the Municipality within the Alfred Nzo Municipal Area • Work during holidays weekends and after hours performing water and sanitation duties • Demonstrate willingness to work a team, with accountability for all services rendered to Public. Satellite

#### PROCESS CONTROLLERS X4

TASK GRADE: 06

ANNUAL BASIC SALARY R166 771.00 PLUS BENEFITS

**ESSENTIAL REQUIREMENTS:** Grade 12 or post matric qualification preferable a NTC 3 in Water treatment or Wastewater Treatment and registration as Class 11 Process Controller as per the Department of water and sanitation regulation 3630 • 1-2 years' experience in water & wastewater treatment • Language proficiency in at least two of the four languages of Alfred Nzo District (English, IsiXhosa, Sesotho and Afrikaans).

**KEY PERFORMANCE AREAS:** Monitor the whole treatment works, monitoring daily water analysis • Monitoring daily records and meter reading • Cleaning grit channels on daily basis

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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

monitoring water reservoir and reading incoming flows • Performing hourly tests on monitoring chlorine in water before distribution • Monitoring all pumps and filters • Make sure the yard is well maintained at all times • Monitoring and supervising the general assistants.

**GENERAL ASSISTANT  
TASK GRADE: 05  
ANNUAL BASIC SALARY R141 975.00 PLUS BENEFITS  
STATIONED PLACED: EMAXESIBENI MAIN OFFICE**

**ESSENTIAL REQUIREMENTS:** Grade 11 or Equivalent to N2 Level Certificate • 1-2 years' experience required.

**KEY PERFORMANCE AREAS:** Assists in repairs associated with building maintenance and installation of building replacement components • Collects data e.g. time sheets, log sheets, Job cards and progress reports, specification of repairs, estimates for repairs and building checklist • Provide general assistance to Artisan on building maintenance.

**Closing date: 25 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](http://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.**

A handwritten signature in black ink, appearing to be 'O Diko', written over a horizontal line.

**MR O DIKO  
ACTING MUNICIPAL MANAGER**