



**ALFRED NZO**  
DISTRICT MUNICIPALITY  
**EXTERNAL ADVERTISEMENT**  
**VACANT POSITIONS**  
**NOTICE NO 20/2023/2024**

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. PLANNING AND ECONOMIC DEVELOPMENT**

**LOCAL ECONOMIC DEVELOPMENT OFFICER: SMME DEVELOPMENT**  
**TASK GRADE: 11**  
**ANNUAL BASIC SALARY R304 992.00 PLUS BENEFITS**

**ESSENTIAL REQUIREMENTS:** Grade 12 • National Diploma in Business Management/Economics or Equivalent • 02 years appropriate experience in LED • The incumbent will be expected to have a sound understanding of computer packages (MS Word, Excel and PowerPoint) • The incumbent should have sound expertise on Business Development and Governance • Have a sound understanding of Business incubation principles and practices ability to work under pressure and meet deadlines • Good Analytical and interpersonal skills through knowledge of applicable legislation • A Valid driver's license.

**KEY PERFORMANCE AREAS:** Coordinate SMME related LED initiatives and events for SMMEs, Cooperatives and the District as a whole • Coordinate and facilitate training to develop understanding and improve capabilities of the local community to participate in Tourism related economic development initiatives • facilitate access to markets for SMMEs across all sectors in ANDM • Engage SMMEs and Cooperatives with respect to funding opportunities available • Facilitate the formation of strategic partnerships with relevant stakeholders in the District, Province and Nationally • Package Funding Applications for the LED Department, SMMEs & Cooperatives • Provide leadership and support to subordinates.

## **2. PLANNING AND ECONOMIC DEVELOPMENT-SPATIAL PLANNING**

### **TOWN AND REGIONAL PLANNER**

**TASK GRADE: 11**

**ANNUAL BASIC SALARY R304 992.00 PLUS BENEFITS**

**ESSENTIAL REQUIREMENTS:** Grade 12 • National Diploma, B Tech in Town & Regional Planning/Urban & Regional Planning or Development Studies from an institution recognized by the Council for Town & Regional Planners • Registered as a Professional Planner/Technical Planner by a Professional Body in term of Planning Profession Act 32 of 2002 • The incumbent will be expected to have a sound understanding of computer packages (MS Word, Excel and PowerPoint) • Minimum of 03 year's relevant experience in Town Planning • The incumbent should have excellent communication, interpersonal relation and negotiation skills • Valid driver's license.

**KEY PERFORMANCE AREAS:** Controlling processes and procedures associated with planning • Establish and maintain good working relationships with relevant stakeholders • Coordinate the establishment and functioning of the District Tribunals • Research and design planning policies to guide and inform strategic development • Assessing and identifying sources of funding to support programme/project roll out • Undertake development and review of

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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

strategies related to Spatial Planning; ie. Spatial Development Framework; Land Use Management Framework • Prepare reports; maintains records and recommend appropriate actions or additional conditions to be imposed concerning planning, development and management of land use schemes • Manage and provide input into Development processes, projects and programmes between relevant stakeholders

### **3. COMMUNITY DEVELOPMENT SERVICES**

#### **PLATOON COMMANDERS X4**

**TASK GRADE: 12**

**ANNUAL BASIC SALARY R360 083.00 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

### **4. CORPORATE SERVICES DEPARTMENT-HRM & OD**

#### **ORGANIZATIONAL DEVELOPMENT CLERK**

**TASK GRADE: 06**

**ANNUAL BASIC SALARY: R149 729.00 PLUS BENEFITS**

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**ESSENTIAL REQUIREMENTS:** Grade 12 • National Diploma in Organizational Development/Human Resources Management/Office Management/Public Management • 6-12 Months experience in Human Resources Management/ Organizational Development • Competency in the use of computer package.

**KEY PERFORMANCE AREAS:** Rendering administrative support to the Job Design processes of the municipality • Updating the database of Job Profiles and informing the immediate superior of any anomalies • Arranging, recording and capturing minutes of all job design meetings • Performing administrative support for placement committee • Drafting placement letters for successful placed employees and forward to the immediate superior • Filing the documentation, correspondence, removing and inserting copies in specific files for easy retrieval • Receiving, registering, sourcing and processing all job design, staff establishment information and submitting to immediate superior • Arranging work study sessions as required • Implementing recommendations and corrective measures on anomalies as per the instruction of immediate superior • Drafting staff establishment process plan • Arranging meeting venues, supporting documentation for staff establishment review and placement sessions.  
Filling performance agreements, audited job descriptions and outcome results.

## **5. CORPORATE SERVICES DEPARTMENT- RECORDS**

### **REGISTRY CLERK**

**TASK GRADE: 06**

**ANNUAL BASIC SALARY: R149 729.00 PLUS BENEFITS**

**ESSENTIAL REQUIREMENTS:** Grade 12 • 1 years' experience in the fields of paper-based and electronic records management • Competency in the use of computer package.

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**KEY PERFORMANCE AREAS:** Performs administrative/clerical tasks associated with Personnel/Humana resources activities. • Merging, copying and transferring data from recruitment applications, formatting/ generating forms/ transactional documentation for approval to facilitate retrieval of data for the selection. • Updating personnel files by inserting current and relevant information. Processing and preparing documents for staff appointments, filling of all documentation and personnel files in a chronological sequence in order to ensure easy retrieval. • Assisting in leave management. • Compile master lists for vacant positions.

#### **6. MUNICIPAL MANAGER'S OFFICE – STRATEGIC GOVERNANCE**

##### **PROGRAM SUPPORT OFFICER TO DIRECTOR STRATEGIC GOVERNANCE**

**TASK GRADE: 07**

**ANNUAL BASIC SALARY R181 017.00 PLUS BENEFITS**

**STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES**

**ESSENTIAL REQUIREMENTS:** Grade 12 • One year Certificate in Office Management or equivalent qualification relevant to the field • 02 years' experience in Office Administration • Executive assistant experience will be an added advantage • Drivers' license will be an added advantage • Competency in the use of computer package and Munsoft System.

**KEY PERFORMANCE AREAS:** Executes specific instructions and applied laid down procedures with respect to director strategic governance by scheduling, confirming and updating the diary and alerting or indicating urgent meetings required attention • Liaising and interacting with internal and external stakeholders • Liaising with managers and officials in the office of Director Strategic Governance • Recording minutes of non-statutory meetings • Performing secretariat and admin duties by drafting memos, reports and letters • Dealing with queries and complaints directed to the office of Director Strategic Governance.

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**Closing date: 24 May 2024 @ 15h15**

**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.**



**MRS. UP MAHLASELA  
ACTING MUNICIPAL MANAGER**