



# ALFRED NZO

DISTRICT MUNICIPALITY

## EXTERNAL ADVERTISEMENT VACANT POSITIONS NOTICE NO 17/2023/2024

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. INFRASTRUCTURE DEVELOPMENT AND MUNICIPAL SERVICES**

#### **PROJECT MANAGER**

**TASK GRADE: 15**

**ANNUAL BASIC SALARY R526 254.00 PLUS BENEFITS**

**ESSENTIAL REQUIREMENTS:** Grade 12 • National Diploma in Engineering • Registration as a Pr. Techni Eng. • 5-8 years' experience in water and sanitation projects • A Valid driver's license (C1) 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

*UPM*

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.

**ASSISTANT MANAGER: WSP (UMZIMVUBU LM)**  
**TASK GRADE: 15**  
**ANNUAL BASIC SALARY R526 254.00 PLUS BENEFITS**

**ESSENTIAL REQUIREMENTS:** Grade 12 • National Diploma in Civil Engineering/Natural Science • 5 years or more experience in a supervisory technical position especially in water and sanitation • 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 • Quality 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.

**Closing date: 17 May 2024 @15:00**

**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 ,**

**Emaxesibeni, 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**