



# ALFRED NZO

DISTRICT MUNICIPALITY

## PUBLIC NOTICE

### NOTICE NO 03/2024/2025

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. OFFICE OF THE MUNICIPAL MANAGER

**TEMPORARY EMPLOYEE:CHIEF OF STAFF**

**DURATION :3 MONTHS**

**MONNTHLY STIPEND: R54 5336.00**

**ESSENTIAL REQUIREMENTS:** Grade 12 or Equivalent • National Diploma in Public Management /Administration/ Public Relations•3-5years' experience at supervisory level • Computer Literacy required•

**KEY PERFORMANCE AREAS:** Verifying logical Support in respect of community structures and partnership agreement through implementation of policies and reporting •Conducting environmental assessment in all areas that the Executive Mayor has to visit • Directing action plans from all departments within the Municipality in order to identify programs that will necessary need the availability of the Executive Mayor • Consolidating reports after every

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

Executive Mayor visits • Managing the sittings of the mayoral committee meetings and maintain documentation pertaining to rules of order in council and portfolio meeting and code of conduct for councilors by reviewing /distributing and monitoring /evaluating the implementations of rules of orders and policies for adoption by council •

**Closing date: 20 September 2024 @ 12:00**

**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 or Private Bag X 511, 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.

  
MRT.F MOPELOA  
ACTING MUNICIPAL MANAGER

17/9/2024