



ALFRED NZO

DISTRICT MUNICIPALITY

PUBLIC NOTICE **NOTICE NO.03/2025/2026**

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:

BUDGET AND TREASURY OFFICE (REVENUE) SECTION

TEMPORARY EMPLOYEES: REVENUE CLERK
DURATION: 3 MONTHS

MONTHLY STIPEND: R10 616.35

STATIONED PLACED: WMMLM SATELLITE OFFICE

ESSENTIAL REQUIREMENTS: Grade 12 • One year certificate in finance in Accounting would be an added advantage • 06 to 12 months experience in revenue section • Competency in the use of computers especially in Excel, Word and Power Point.

KEY PERFORMANCE AREAS: Process and conduct all municipal account operations • Process all payments related to revenue collected • Contribute to service excellence initiatives • Process all applicable administrative work • Initiate corrective measures and safeguard the municipality against potential revenue losses • Maintaining revenue information and record keeping on the system • Filling transactional documentation and correspondence • Administer the issuing of tender documents • Retrieve information to support query resolution • Perform any other duties as may be required by the supervisor.

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2. OFFICE OF THE MUNICIPAL MANAGER/MAYOR'S OFFICE

TEMPORARY EMPLOYEE: COMMUNITY LIAISON OFFICER DURATION: 3 MONTHS

MONTHLY STIPEND: R10 616.35

STATIONED PLACED: ANDM MAIN OFFICE

ESSENTIAL REQUIREMENTS: Grade 12 • ND in Public Management • 1-2 years relevant experience • A Valid driver's license • Competency in the use of computers literacy.

KEY PERFORMANCE AREAS: • Facilitate community meetings • Ensure that all parties are well informed, and their concerns, feedback are heard and addressed • Building relations between the office of the executive mayor and the community • Facilitate community engagements.

6. INFRASTRUCTURE DEVELOPMENT AND MUNICIPAL SERVICES

TEMPORARY EMPLOYEES: GENERAL WORKER DURATION: 3 MONTHS

MONTHLY STIPEND: R10 616.35

STATIONED PLACED: ANDM MAIN OFFICE

ESSENTIAL REQUIREMENTS: Grade 10 • 02 – 12 Months work related experience as a general worker • Physically fit and ability to do physical work related to water /sewer operation and maintenance activities for continuous periods • Language proficiency in at least two of the four languages of Alfred Nzo District (English, IsiXhosa, Sesotho & Afrikaans)

KEY PERFORMANCE AREAS: Reporting to the Artisan Plumber on all activities • Load and off load of tools, materials and equipment on a daily basis • Assist with the cleaning and repair of water supply/distribution system (canals, drains, dams, pipelines, structures etc) during dry periods • Assist with the cutting and removing of grass, brush, trees from all servitude's as instructed • Assist with the reparation of all fencing as well as installation of new fencing when required • Maintain and take care of machinery equipment, tools and goods.

Closing date: 15 August 2025 @ 16:00 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. O. DIKO
ACTING MUNICIPAL MANAGER