



ALFRED NZO

DISTRICT MUNICIPALITY

EXTERNAL ADVERTISEMENT VACANT POSITIONS NOTICE NO 05/2025/2026

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 positions:

1. COMMUNITY DEVELOPMENT SERVICES

RE-ADVERT

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) • Registered with FPPSA• EC 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 relate

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 and 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.

ENVIRONMENTAL HEALTH PRACTITIONER X1
TASK GRADE: 12
ANNUAL BASIC SALARY R R401 066.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 • National Diploma in Environmental Health/or B Tech Degree in Environmental Health • 2-5 years' experience required • Legislative requirement: Completed 01 year minimum community services • Current registration with health Professions Council of SA as an EHP: Independent Practice • Computer Literacy • Peace Officer: Registration with Department of Agriculture if applicable • Valid driver's license • Computer Literacy: MS Office

KEY PERFORMANCE AREAS: Inspecting relevant premises checking compliance and there after issue compliance certificates such as Health Certificate, Certificate of Acceptability and Certificate of Competency • Monitoring safe handling, storage and transportation of radioactive waste material and their sources by conducting inspection • Coordinating workshops and community activities on Environmental Health related projects and programs • Seeking approval from immediate superior to serve compliance notice to stop or correct specific sequences to enable compliance • Completing details/information statutory notices indicating non-compliance to specific codes and regulations, forwarding for approval prior to servicing on offenders

DISASTER MANAGEMENT OFFICER
TASK GRADE: 12
ANNUAL BASIC SALARY R401 066.00 PLUS BENEFITS



ESSENTIAL REQUIREMENTS: Grade 12 • Relevant Tertiary Qualification preferably in Disaster (Risk) Management • Minimum of 3-5 years' experience in the field of Disaster (Risk) Management • DMISA Registration (Technician) • Computer Literacy: MS Office • Valid driver's license (code 8 minimum)

KEY PERFORMANCE AREAS: Identifies with the disaster management strategy with respect to service delivery and implementation and monitors the short-term plan and objectives by communicating with relevant role players on specific KPA's with a view of aligning functions and service delivery objectives and capacity and capability of the municipality • To conduct public awareness programs which will ensure an alert, informed and self-reliant public • Disseminate information on outcomes, current developments, problems and constraints/ present educational material on public safety and disaster management activities in order to ensure that information, advice and opinion of relevant matters is made available • Performs specific administrative and reporting requirement associated with the key performance area and result indicators of the functionality by preparing investigational and productivity reports, completing instructional / operational documentation • Directly responsible for the maintenance of satellite center to deliver in terms of the disaster management continuum • Conduct disaster management trainings and assist in the recruitment and training of committees in order for communities to participate in disaster management activities.

PLATOON COMMANDER

TASK GRADE: 12

ANNUAL BASIC SALARY R401 066.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 • Fire Fighter 1 & 2 with Hazmat OPS Certificate/Certificate in Fire Technology/ Pump Operator/Aerial Appliance Certificate/ Fire service Instructor certificate/ Fire Officer I • National Certificate in Emergency Services Supervision or relevant NQF Level 05/ Higher Certificate in fire Technology • BAA • Registration with any Professional Body • Fire Prevention Course/ Peace Officer Course Certificate • Minimum of 06 years' experience of 02 years must be at

Senior Fire Fighter • National certificate/ National diploma in theology will be an added advantage • A Valid driver's license 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

CUSTOMER CARE AGENT

TASK GRADE: 06

ANNUAL BASIC SALARY R166 771.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 • 01 year certificate in public administration/management or relevant qualification to the field • At least 01 year experience familiarity with municipal environment • Computer literacy.

KEY PERFORMANCE AREAS: Deal directly with customers either by telephone, electronically or walk ins (face to face) • Respond promptly to customer inquiries or queries on respective satellites and refer customer quires to relevant sections • Liaise with rural water operators and social facilitators in relation to queries regarding maintenance of rural water schemes and follow-up on referred unresolved issues with respective sections and escalate them to the main office call centre • Provide feedback to customers on progress regarding customer queries until final resolution of the query/inquiry and or complaint • Register all municipal visitors, respective queries and update complaints/queries register and prepare monthly reports.

HEAVY DUTY PLANT OPERATORS X2**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 X2**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 ii 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 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.

3.

CORPORATE SERVICES DEPARTMENT

SENIOR HR OFFICER: LABOUR RELATIONS

TASK GRADE: 12

ANNUAL BASIC SALARY R401 066.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 • A relevant 3 year tertiary qualification in Human Resources Management or Related field • 5 - 8 years' relevant experience required • A valid driver's license.

KEY PERFORMANCE AREAS: Coordinating organization change and development through the formulation of specific industrial Relations policies and procedures and forwards/ presents to the manager and or Councils Committees • Coordinates practical training and guidance to management on procedures and applications associated with specific industrial relations processes • Coordinates and controls procedures and processes associated with maintaining employment relations and industrial peace • Coordinate procedure and research associated with disciplinary and grievances

Closing date: 30 January 2026 @15:00 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, 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 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 5122/5030.



**MR. Z.H. SIKHUNDLA
MUNICIPAL MANAGER**