



ALFRED NZO
DISTRICT MUNICIPALITY
EXTERNAL ADVERTISEMENT

VACANT POSITION

NOTICE NO 19/2023/2024

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. MUNICIPAL MANAGER'S OFFICE

COUNCIL SECRETARY

TASK GRADE: 16

ANNUAL BASIC SALARY: R 592 508.00 PLUS BENEFITS

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Matric/ Grade 12 • NQF level 06 or higher in Law/Administration/Public Management/Management or Equivalent • Computer Literacy MS Soft • More than five (05) year's administrative experience in Local Government of which three (03) years or more must be at Managerial experience. A valid Driver's License.

KEY PERFORMANCE AREAS: Advise and support the Speaker and Council on administrative matters. Provide support and advice to the speaker in executing the legislative responsibilities and any other duties and powers delegated by council. Monitoring and following-up on the

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implementation of Council resolutions. Managing Council committees and ensuring that secretarial duties of the committees are executed. Coordinate strategic meetings in liaison with Speaker. Overall management of the legislative arm of the Municipality

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Closing date: 05 April 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) 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 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