



ALFRED NZO
DISTRICT MUNICIPALITY

EXTERNAL RE- ADVERTISEMENT
VACANT POSITION
NOTICE NO.18/2023/2024

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 who previously applied for this position must re-apply.

CORPORATE SERVICES DEPARTMENT

DIRECTOR: CORPORATE SERVICES

PERMANENT

TOTAL REMUNERATION PACKAGE: R935 100 – R 1 184, 979

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Grade 12 • Bachelor Degree in Public Administration / Management Sciences / Law; or equivalent or equivalent NQF Level 07 qualification • Minimum of five (05) years proven experience in a Middle Management level position, must have proven successfully management experience in administration • Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum Competency Regulations of 2007 will be an added advantage • Good knowledge and understanding of relevant policy and legislation; institutional governance systems • Good knowledge of corporate support services, including: Human capital, Information Communication Technology; and Auxiliary services. Ability to communicate and negotiable at all levels of government and with all relevant stakeholders • Ability to prove strategic, visionary and innovative leadership • Extensive knowledge of Performance Management

CPM

Systems in a local government environment • Computer literacy covering all applications •
A valid driver's license.

KEY PERFORMANCE AREAS: Planning budgeting and management of the department responsible for personnel administration and management, Submit regular reports to the Municipal Manager, Oversee Staff Establishment development and performance management system; Facilitate the formulation and review of municipal by-laws and policies; Development implementation and maintenance of appropriate systems, controls and procedures to ensure fair, efficient, effective and transparent human resources administration, Responsible Employee Assistant Program and Occupational Health and Safety, Oversee the administration of benefits, Responsible for human resources development, development of workplace skills plan, employment equity plan, employee relations, oversee municipal ICT systems development and implementation, Manage auxiliary services.

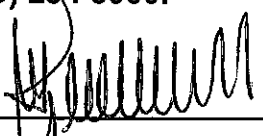
Closing Date: 24 May 2024 @15:00 pm

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 two (02) 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.

UPM

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 J.P MAHLASELA
ACTING MUNICIPAL MANAGER**