



ALFRED NZO

DISTRICT MUNICIPALITY

EXTERNAL ADVERTISEMENT VACANT POSITIONS

NOTICE NO 07/2025/2026

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:

1. CORPORATE SERVICES DEPARTMENT

MANAGER: ADMINISTRATION AND AUXILIARY SERVICES

TASK GRADE: 16

ANNUAL BASIC SALARY R659 944.00 PLUS BENEFITS

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

(EMAXESIBENI)

ESSENTIAL REQUIREMENTS: Grade 12 • A recognized NFQ Level 07 in Public Administration or / Public Management or / Office Management • Minimum of five (05) year's experience in local government or / Public sector experience of which five (05) years must be in a supervisory or managerial position • A Valid driver's license and Computer Literacy

KEY PERFORMANCE AREAS: Develop Records Management Strategies, Policies and Standard Operating Procedures (SOPs) • Design effective systems to keep municipal facilities

compliant to Occupational Health and Safety procedures • Develop and implement Security Service Management Strategies, Policies and Standard Operating Procedures (SOPs) • Develop and institutionalize digital Records Management System inclusive of electronic functional file plan • Provide mechanisms for effective Performance Management System within Administration Support Function • Prepare and submit Monthly, Quarterly, Mid-term and Annual reports • Develop and implement effective mechanisms for monitoring performance of service providers on a monthly basis.

2. MUNICIPAL MANAGER'S OFFICE

MANAGER: LEGAL SERVICES

TASK GRADE: 17

ANNUAL BASIC SALARY R797 762.00 PLUS BENEFITS

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

(EMAXESIBENI)

ESSENTIAL REQUIREMENTS: Grade 12 • Bachelor Laws (LLB) Degree or Equivalent legal qualification • Master of Laws (LLM) will be an added advantage • 08 years of more relevant experience of which 05 years at managerial level • Competency in the use of computer package • A Valid driver's license.

KEY PERFORMANCE AREAS: Advising the Executive Mayor and Mayoral Committee about legal issues and implications of the decisions taken • Advise the Municipal Manager about legal issues • Manage litigation of the municipality and implement a litigation strategy • Advice in development of Municipal policies and Bylaws • Manage and interact with external lawyers appointed by the municipality • Preside as a Chairperson and Prosecutor of internal disciplinary hearings • Draft contracts for approval by the Municipal Manager and advice on contract management • Represent the municipality at the Bargaining Council on Labour Matters•

Closing date: 13 March 2026 @ 15h00 pm.

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



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. Z.H. SIKHUNDLA
MUNICIPAL MANAGER