



ALFRED NZO

DISTRICT MUNICIPALITY

PUBLIC NOTICE
VACANT POSITION
NOTICE NO 01/2025/2026

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

TEMPORARY EMPLOYEE: PROGRAM SUPPORT OFFICER TO DIRECTOR CPS
DURATION: 3 MONTHS

MONTHLY STIPEND: R10 616.36

STATIONED PLACED: ANDM SATELLITE OFFICES

ESSENTIAL REQUIREMENTS: Grade 12 • Secretariat Certificate or equivalent qualification related to the field • 02 years' experience in office administration • Competency in the use of computer package.

KEY PERFORMANCE AREAS : : Executes specific instructions and applied laid down procedures with respect to director strategic governance by scheduling, confirming and updating the diary and alerting or indicating urgent meetings required attention • Liaising and interacting with internal and external stakeholders • Liaising with managers and officials in the office of Director Corporate Services • Recording minutes of non-statutory meetings • Performing secretariat and admin duties by drafting memos, reports and letters • Dealing with queries and complaints directed to the office of Director Corporate Services.

Closing date: 19 November 2025 @ 15h00.

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 three 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 5122/ 5030.



MR. Z.H. SIKHUNDLA
MUNICIPAL MANAGER