



**ALFRED NZO**  
DISTRICT MUNICIPALITY  
**EXTERNAL ADVERTISEMENT**

**VACANT POSITIONS**

**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 are hereby invited from suitably qualified persons for the following position:**

**1. MUNICIPAL MANAGER'S OFFICE – GOOD GOVERNANCE**

**MANAGER: SPECIAL PROGRAMMES**

**TASK GRADE: 17**

**ANNUAL BASIC SALARY R716 243.00 PLUS BENEFITS**

**STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES  
(EMAXESIBENI)**

**ESSENTIAL REQUIREMENTS:** Grade 12 • B. Degree in Social Science/Public Administration or any qualification related to the field • Eight (08) years' experience in local government of which three (03) years at supervisory level • Competency in the use of computers especial in Excel, Word, Power Point, Outlook, internet and Publisher • Code EB drivers' license.

*UPM*

**KEY PERFORMANCE AREAS:** Manages Implementation of outcomes associated with plans and programs designed to accomplish key service delivery objectives and statutory requirements related to the provision of a comprehensive HIV/AIDS, Youth, Disable, Children, Elderly and Gender Awareness services and strategy for the Municipality • Guiding and advising on the development of Special Programmes Municipal Support Services to the IDP and SDBIP • Managing development and promotion of Youth, Disable, Children, Elderly, and Gender programs • Manage the integration of the Special Programs objectives aligned with National Policy framework, Equity Committee, (including Provincial and National policy framework) and compiling reports • Attending seminars related issues to enhance internal procedures and practices and assess training needs • Controlling budget allocations for specific acquisitions, interventions and or activities of the section.

**MANAGER: GOVERNANCE AND COMPLIANCE**  
**TASK GRADE: 16**  
**ANNUAL BASIC SALARY R592 508.00 PLUS BENEFITS**

**STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES**  
**(EMAXESIBENI)**

**ESSENTIAL REQUIREMENTS:** Grade 12 • three year tertiary qualification in Public Administration or any qualification related to the field • Advantageous qualification in Compliance Management • Five (05) to Eight (08) years' experience in local government of which three (03) years at supervisory level • Competency in the use of computers especial in Excel, Word, Power Point, Outlook, internet and Publisher • A valid drivers' license.

**KEY PERFORMANCE AREAS:** Communicating and Management alignment of IGR programs, National, Provincial Government and District • Guiding and advising on the development of IGR, international Relations and Municipal Support services strategic plans aligned to the IDP & SDBIP • Promoting sound relationship within Government by ensuring stakeholders perform IGR functions as required by Constitution • Develop a comprehensive compliance management



programme that is integrated with the municipality's strategic planning process • Develop a framework for policies within the municipality that is aligned to legislation and best practice corporate governance • Establish best practice and create awareness to an ethics culture in the organization • Build and maintain effective regulator and stakeholder relationships • Drive a culture of compliance throughout the municipality to embed this into day to day operations.

**Closing date: 27 March 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](http://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**