



**ALFRED NZO**  
DISTRICT MUNICIPALITY

Enquiries: S FIKENI

**EXTERNAL RE-ADVERTISEMENT**

**VACANT POSITIONS**

**NOTICE NO 07/2020/2021**

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

**1. BUDGET AND TREASURY OFFICE**

**CONTRACT AND PERFORMANCE OFFICER**

**TASK GRADE: 10**

**ANNUAL BASIC SALARY R225 749.00 PLUS BENEFITS**

**ESSENTIAL REQUIREMENTS:** Grade 12 • National Diploma in Finance or any other Equivalent NQF level 06 qualification relevant to the field • 2 years' experience in Contract Administration • Computer skills with Microsoft package.

**KEY COMPETENCY SKILLS:** Knowledge of Municipal applicable legislations • Administrative skills • Good communication skills • Knowledge of Munsoft

**KEY PERFORMANCE AREAS:** Processes the specification requirements associated with contracts and policy enforcement activities • Monitors the consolidation, processing and presentation of functional information • Ensure that all administration of contracts and leases are implemented as per SCM policy • Actions the performance monitoring evaluation system that encompasses all the projects for a particular financial year • Interacts with suppliers/ vendors and evaluates and determines conformity with council procurements policy and guidelines • Performs specific

sequences associated with maintaining electronically based information/data and files/ records.

2.

## MUNICIPAL MANAGER'S OFFICE

### ADMIN CLERK LEGAL SERVICES

**TASK GRADE: 06**

**ANNUAL BASIC SALARY R130 843 PLUS BENEFITS**

**ESSENTIAL REQUIREMENTS:** Grade 12 • A recognized National Diploma in Office Management and Technology/Equivalent qualification • Minimum of 1-2 years experience in Legal Services Environment • Computer literacy in the use of computer especially in Excel, Outlook, PowerPoint and Word

**KEY COMPETENCY SKILLS:** Knowledge of the Local Government Sector and Applicable Legislation • Administrative Skills • Good Communication Skills • Planning and Organizing Skills • Willing and Readiness to work long hours and under pressure

**KEY PERFORMANCE AREAS:** Manage the office and handle queries • Provide the administrative support to the Legal Services division and ensure that all the correspondences are filed accordingly • Perform secretariat duties for the legal services division • Arrange all logistics for the meetings and Disciplinary committee proceedings • Prepare accommodation and travelling arrangements • Writing minutes, letters and memorandums • Conduct research • Prepare presentation and reports • Typing and filling of the documents

**Closing date: 23 October 2020**

**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**

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**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 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, HR Officer by telephone at (039) 254 5000.**



**Z. H. SIKHUNDLA  
MUNICIPAL MANAGER**