



**ALFRED NZO**  
DISTRICT MUNICIPALITY

Enquiries S Fikeni

**EXTERNAL RE-ADVERTISEMENT**

**VACANT POSITIONS**

**NOTICE NO 01/2021/2022**

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

**1 COMMUNITY DEVELOPMENT SERVICES CUSTOMER CARE**

**MANAGER: CUSTOMER CARE**

**FIVE (05) YEARS FIXED TERM CONTACT**

**TOTAL REMUNERATION PACKAGE: R 1 026 870.63 (ALL INCLUSIVE PACKAGE)**

**STATIONED PLACE: MOUNT AYLIFF (MAIN OFFICES)**

**ESSENTIAL REQUIREMENTS:** Grade 12 or matric • Bachelor's degree in Public Administration or any Social Science Degree, Honors' degree in Public Administration will be an added advantage • Computer Literacy • At least 5 year's experience in the management of Customer Care services of which 3 years' experience in middle management level in Local Government with the same field operations • Full understanding of community based service delivery approach (stakeholder engagements) • A valid drivers license

**KEY PERFORMANCE AREAS:** Plan, organize , direct and implement comprehensive programs , initiatives and activities of Customer Care unit to identify and meet the district Municipality's internal and external customer's needs • Develop integrated Development Plans (IDP) for the customer care unit and implement SDBIP as per the

unit IDP/s • Manage, supervise and direct all the unit staff performance that directly report to her staff engaged in the development, implementation and integration of programs to assess current customer satisfaction levels, create and nurture a corporate culture based on high levels of customer service quality • Develop an integrated customer care and Crime prevention programs within the ANDM and throughout the ANDM district • Manage, Coordinate, monitor and implement Customer Care services throughout the District • Manage, Coordinate and implement Crime Prevention Programs throughout the district • Instrumental in the development and the implementation of all Customer Care related policies and By Laws strategies • Report directly to the Senior Manager Community Development Services

**ASSISTANT MANAGER: ENVIRONMENT MANAGEMENT**

**FIVE (05) YEARS FIXED TERM CONTACT**

**TOTAL REMUNERATION PACKAGE: R872 840.03 (ALL INCLUSIVE PACKAGE)**

**STATIONED PLACE: MOUNT AYLIF (MAIN OFFICES)**

**ESSENTIAL REQUIREMENTS:** Grade 12 • Degree in Environmental Science or Environmental Management or any Natural Science qualification • At least 5 years' experience in the field of Environmental Management field of which 3 years' experience in supervisory level in Water Quality Management • Innovate, research background • knowledge of relevant regulation in the water sector (National Water Act (NWA), Water Services Act (WSA, Municipal Systems Act, etc.) • A valid driver's license • Post Graduate qualification and Registration with professional's body will be an added advantage.

**KEY PERFORMANCE AREAS:** Facilitate the loading of water and wastewater quality reports on IRIS, Prepare all water quality report failures ( i.e. both BDS and GDS) and recommend corrective measures , Coordinate the water Quality Proficiency Testing with SABS • Ensure that SANS 241 audit is conducted once a year for each sample point including rural supply systems • Coordinate all environmental



Management issues within the district , Coordinate and facilitate external/international partnerships relating to environmental management, Coordinate District Environmental Management Forums • Assist with water use licensing and authorizations • Develop and review Environmental Management and Water Quality Monitoring Plans for the district.

**ASSISTANT MANAGER: PLANNING & DESIGN**

**FIVE (05) YEARS FIXED TERM CONTACT**

**TOTAL REMUNERATION PACKAGE: R872 840.03 (ALL INCLUSIVE PACKAGE)**

**STATIONED PLACE: MOUNT AYLIFF (MAIN OFFICES)**

**ESSENTIAL REQUIREMENTS:** Grade 12 • A recognized National Diploma in Civil Engineering • Minimum of 5 years relevant experience in Local Government of which 3 years' experience in supervisory level in water and sanitation projects specializing in planning and design • A valid driver's license • Registration with the Engineering Council of South Africa (ECSA) is not a prerequisite but would be advantageous • Power Point, Internet, Publisher and specialized software like flow chart.

**KEY PERFORMANCE AREAS:** Plan and design capital projects for District Municipality • Register projects on Municipal Information System (MIS) • Approve and follow up on consultants design and business plans • Prepare feasibility studies for all the projects to be implemented in the District Municipality and ensure alignment with IDP • Responsible for compilation of monthly, quarterly and annual reports • Responsible for the development of policies , review and implementation.

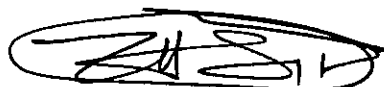


**Closing date: 13 AUGUST 2021**

**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 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**