



ALFRED NZO
DISTRICT MUNICIPALITY

Enquiries S Fikeni

EXTERNAL ADVERTISEMENT

VACANT POSITIONS

NOTICE NO 04/2021/2022

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

1. INFRASTRUCTURE DEVELOPMENT AND MUNICIPAL SERVICES DEPARTMENT

PROJECT MANAGERS X2

FIVE (05) YEARS FIXED TERM CONTACT

TOTAL REMUNERATION PACKAGE: R872 840.03 (ALL INCLUSIVE PACKAGE)

ESSENTIAL REQUIREMENTS: Grade 12 • National Diploma in Civil Engineering or NQF Level 6 qualification in Civil Engineering • Minimum of 05 years' relevant experience in water and Sanitation projects management, of which 3 years' experience must be at supervisory level • A valid driver's license.

KEY PERFORMANCE AREAS: Integrate, co-ordinate, project manage and financially administrator MIG Project • Manage and administer contracts and budgets • Preparation of monthly, Quarterly, Annual reports for submission to DPLG as determined in the applicable legislation/ required by the MIG management unit • Delivering technical support and evaluating proposed project in alignment with the respective municipal IDPS and the regional and provincial growth and development plans • Ensuring compliance with all legal aspects and conditions, as required by the various spheres of government.

2. BUDGET AND TREASURY OFFICE

ASSISTANT MANAGER: PROJECT EXPENDITURE

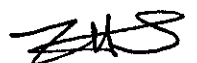
**FIVE (5) YEARS FIXED TERM CONTRACT TOTAL REMUNERATION PACKAGE:
R872 840.03 (ALL INCLUSIVE PACKAGE)**

STATIONED PLACE: ALFRED NZO DISTRICT MUNICIPALITY (MT AYLIF)

ESSENTIAL REQUIREMENTS: Matric/ Grade 12 • A recognized 3 year B.com degree or National Diploma in Accounting or another field in Financial Management • Minimum of five (5) years' experience of which 2 years must be in middle management in Local government • A valid driver's license • Extensive knowledge and understanding of GRAP, the MFMA, Division of Revenue Act and other applicable municipal legislations and regulations

KEY PERFORMANE AREAS: Manage expenditure for all municipal infrastructure grants and capital projects • Ensure proper accounting of all capital expenditure in accordance with GRAP as well as budget allocations • Prepare monthly, quarterly and annual expenditure reports for submission to funders and relevant stakeholders • Contribute to the design, monitoring and implementation of internal controls, policies and procedures • Ensure timely and correct payment of all capital projects in accordance with the systems and procedures • Account for, and update WIP, Capital Commitments, Retentions register according to GRAP and mScoa • Prepare all grant reconciliations as well as individual project reconciliations • Maintain all capital project files and records for audit • Ensure all completed projects are transferred to asset management • Assist and advise the CFO on internal and external audit matters

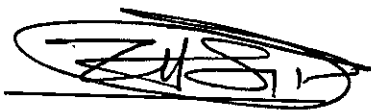
Closing date: 23 September 2021



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 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**