



ALFRED NZO
DISTRICT MUNICIPALITY

Enquiries S Fikeni

EXTERNAL ADVERTISEMENT

VACANT POSITION

NOTICE NO 04/2021/2022

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

1.

CORPORATE SERVICES DEPARTMENT

MANAGER: ADMIN SUPPORT

FIVE (05) YEARS FIXED TERM CONTACT

TOTAL REMUNERATION PACKAGE: R1 026 870.63 (ALL INCLUSIVE PACKAGE)

STATIONED PLACE: MOUNT AYLIFF (MAIN OFFICES)

ESSENTIAL REQUIREMENTS: Grade 12 • A recognized National Diploma in Public Administration / Public Management or equivalent Social Science qualification • Minimum of five (5) years' experience of which three (03) years must be in Managerial position in the Administration Support role • A valid driver's license • Postgraduate qualification in Public Administration/Public Management or equivalent Social Science

TEL: 039 254 5000

ERF 1400 NTSIZWA STREET, PRIVATE BAG X511, EMAXESIBENI. 4735

FAX: 039 254 0343

WWW.ANDM.GOV.ZA

CUSTOMER CARE LINE: 086 000 3781

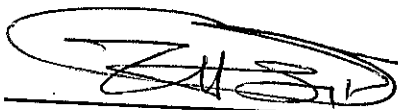
KEY PERFORMANCE AREAS: • Develop Records Management Strategies, Policies and Standard Operating Procedures (SOPs) • Design effective systems to keep municipal facilities compliant to Occupational Health and Safety procedures • Develop and implement Security Service Management Strategies, Policies and Standard Operating Procedures (SOPs) • Develop and institutionalize digital Records Management System inclusive of electronic functional file plan • Provide mechanisms for effective Performance Management System within Administration Support Function • Prepare and submit Monthly, Quarterly, Mid-term and Annual reports • Develop and implement effective mechanisms for monitoring performance of service providers on a monthly basis.

CLOSING DATE: 29 OCTOBER 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**