



ALFRED NZO

DISTRICT MUNICIPALITY

Enquiries S Fikeni

PUBLIC NOTICE
VACANT POSITION
NOTICE NO 06//2021/2022

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

1. MUNICIPAL MANAGER'S OFFICE

**READVERTISEMENT: TEMPORARY EMPLOYEES, ADMINISTRATIVE SUPPORT TO MMC X 4
FIXED TERM CONTRACT ATTACHED TO THE OFFICES OF MEMBERS OF THE MAYORAL
COMMITTEE**

DURATION: 3 MONTHS

STIPEND: R 24 246.06

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Matric/ Grade 12 • One (1) year Certificate in Office Administration or public Administration • One years' experience as in office Administration or public Administration.

KEY COMPETENCY SKILLS: Knowledge of Local Government sector and applicable legislation • Planning and organizing skills • Willingness and readiness to work long hours and under pressure.

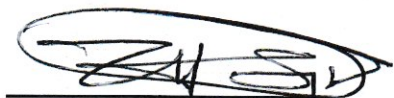
KEY PERFORMANCE AREAS: Provide general Administrative support in the MMC. Manages the diary of the MMC. Perform clerical activities/ task Speaker and Deputy Executive Mayor. Performs Administrative activities/ tasks associated with preparation of documentation for meetings. Filling of documents. Attending to outgoing, incoming and external correspondence Preparing logistics for the meetings of the MMC including travel arrangements, accommodation. Communicating with visitors and officials.

Closing date: 13 December 2021 at 10h00 am.

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. **Applicants that they have already applied on the previous advert are advised not to apply again. 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**