



ALFRED NZO
DISTRICT MUNICIPALITY

Enquiries S Fikeni

PUBLIC NOTICE
VACANT POSITION
NOTICE NO 05/2021/2022

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

1. MUNICIPAL MANAGER'S OFFICE

**TEMPORARY EMPLOYEES: MANAGER COUNCIL SUPPORT
FIXED TERM CONTRACT ATTACHED TO THE OFFICE OF THE SPEAKER**

DURATION: 3 MONTHS

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Matric/ Grade 12 • National Diploma in Public Management • Computer Literacy • A valid driver's license • Minimum of five years' experience of which three (3) years at Managerial level and two (2) years' experience in Council Support. Competency in the use of computers especially in Excel, Word, Power Point, outlook, internet and Publisher. A valid Driver's License.

KEY COMPETENCY SKILLS: Knowledge of Local Government sector and applicable legislation • Planning and Organizing Skills. Analytical • Communication, Facilitation, Interpersonal, Negotiation, Problem solving, Project Management, Financial Management & Research Skills. Report Writing Skills.


KEY PERFORMANCE AREAS: Advise and support the Speaker on administrative and strategic decisions. Assist and support the speaker in executing the legislative responsibilities and any other duties and powers delegated by council. Ensure that that all documentation arising out of the Council meetings are registered and attended to and Council resolutions are implemented. Manages specific key performance areas around the functioning of the Speakers office. Manage and coordinate functioning of oversight structures, systems and processes. Implementing programs of the office of the Speaker. Provision and promotion of community participation services and liaising.

Closing date: 10 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. **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**