



ALFRED NZO
DISTRICT MUNICIPALITY

Enquiries S Fikeni

EXTERNAL RE - ADVERTISEMENT

VACANT POSITION

NOTICE NO 06/2021/2022

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

1. INFRASTRUCTURE DEVELOPMENT AND MUNICIPAL SERVICES

ASSISTANT MANAGER: WSP

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

STATIONED PLACE: MATATIELE SATELLITE

ESSENTIAL REQUIREMENTS: Matric/ Grade 12 • National Diploma in Building/ Civil/ Mechanical/ Chemical Engineering • A minimum of 05 years 'experience in water and sanitation provision of which, 3 years must be in Supervisory level • A valid driver's license • Competency in the use of computers especially in Excel, PowerPoint, Outlook, Internet and specialized software like flow chart.

KEY PERFORMANE AREAS: Management of operation and maintenance for current, medium and long term project • Quality material with cost for all water and sanitation request received within the District • Performance and personnel management • Financial management • Manage operations and maintenance, communication and administration • Survey of planned sewer and water lines within the town.

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

Coordinate/facilitate project handovers for completed projects • Facilitate and coordinate institutional and Social Development for capacity building and establish and train community structures.

2.

COMMUNITY DEVELOPMENT SERVICES

ASSISTANT MANAGER: INTERGRATED RESPONSE AND RECOVERY

FIVE (05) YEARS FIXED TERM CONTRACT

TOTAL REMUNERATION PACKAGE: R872 840.03 (ALL INCLUSIVE PACKAGE)

STATIONED PLACE: MOUNT AYLIFF (MAIN OFFICES)

ESSENTIAL REQUIREMENTS: Grade 12 • Diploma/Degree in Public Administration or Public Management • Must be registered with DMISA • At least 03 years 'experience as a Disaster Management Official in government/ Local government environment • Code 8 driver's license • Competency in the use of computers especially in Excel, Word, PowerPoint, Outlook, Internet.

COMPETENCY SKILLS: Knowledge of the Local government sector and applicable legislation • Planning and Organizing skills, Good Communication Skills.

KEY PERFORMANCE AREAS: Ensure disaster risk management stakeholder management • Ensure compliance and implementation of disaster risk management plan • Management of disaster risk management response and recovery unit within the Municipal disaster management Centre • Management of disaster management continuum for ANDM, focusing on procedures and guidelines in respect of assessment, classification, declaration and review of disasters • Management of disaster risk reduction program for ANDM area of Jurisdiction

Closing date: 14 January 2022

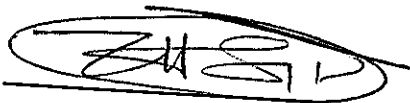
Please note: Applicants must submit a completed **ANDM Employment Form** obtained from our offices or on our website (www.andm.gov.za) and a comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license where 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**

ALFRED NZO
DISTRICT MUNICIPALITY



ASSETS ACCEPTANCE FORM

(For the use when issuing assets to user)

Title _____
 First Name _____
 Designation _____
 Department _____
 Employment _____
 Cllr, Mr, Mrs, Dr, Ms _____
 Permanent/Contract _____
 Initials _____
 Surname _____
 Ext no _____
 Unit _____

Assets Details:

Type (e.g Computer, Phone, Printer, etc)	Make/Model	Serial Number	Tag Number
Thin Client			
Fat Client			
Mobile Computer			
Mobile Printer			
3G/ Tablet			
Monitor			
Projector			

Other Accessories/ equipment: (e.g. power cables, laptop bags, etc)

I, the undersigned acknowledge that I have received the assets detailed above and I am entrusted by the municipality to safeguard and treat these assets with extra care. In any of these assets being damaged or stolen while in my possession, I will following necessary reporting procedures as outlined by the municipal policies

Name: _____
 Signature: _____
 Date: _____
 Place: _____

To be filled when returning the assets

Returned by: _____
 Signature: _____
 Date: _____
 Received by: _____
 on behalf of: Alfred Nzo District Municipality
 Notes: _____
 Date: _____
 Signature: _____
 Place: _____