



**ALFRED NZO**  
DISTRICT MUNICIPALITY

Enquiries: Mr M Kohli

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**PUBLIC NOTICE**  
**VACANT POSITION**  
**NOTICE NO 07/2021/2022**

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

**1. MUNICIPAL MANAGER'S OFFICE**

**CHIEF OF STAFF**

**FIXED TERM CONTRACT ATTACHED TO THE EXECUTIVE MAYOR**

**DURATION: 03 MONTHS**

**STATIONED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES**

**ESSENTIAL REQUIREMENTS:** Matric/ Grade 12 • National Diploma in Public Management/ Public Administration/ Public Relations/ Communication Science • Minimum of 5 years' experience of which three (3) years at Managerial level and two (2) years' experience in Council/Executive Support Services. 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:** Provide Strategic Support to the Office of the Executive Mayor, Managing logistical support in respect of partnership agreements through implementation of policies and reporting on specific project/ program requirements e.g. EPWP Programs, etc. • Conducting background assessment in all areas that the Executive Mayor has to visit • Directing action plans from all departments within the municipality in order to identify programmes that will necessary need the availability of the Executive Mayor • Consolidating reports after every Executive Mayor's visit to the communities • Managing the sitting of the Mayoral Committee meetings. Prepare Budget and IDP inputs for the Office of the Executive Mayor. Monitor staff performance for the office of the Executive Mayor.

## 2. MUNICIPAL MANAGER'S OFFICE

**SENIOR VIP PROTECTION OFFICER X 1**  
**FIXED TERM CONTRACT ATTACHED TO THE TERM OF THE EXECUTIVE MAYOR**  
**DURATION: 03 MONTHS**  
**SALARY R34 099.14**

**STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES**

**ESSENTIAL REQUIREMENTS:** Matric/ Grade 12 • Competency Certificate in Handling Firearm  
• 4 years 'experience as a Peace Officer/VIP Protection Officer • A valid driver's license • A valid Advanced driving certificate and Peace Officer certificate will be an added advantage.

**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 security planning and protocols to Political Office Bearers at all material times. Exercise a proactive and reactive action to the VIP and associated property. Attend to specific administration reporting and recording requirements are complied with. Supervises VIP protection officers. Responsible for Institutional Firearms management policies and operations.



**Closing date: 6 January 2022 at 12 H 00 am.**

**Please note:** Applicants must submit a completed **ANDM Employment Form** obtained from our offices or on our website ([www.andm.gov.za](http://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. M Kohli, Manager: HRM & D by telephone at (039) 254 5000.**



**Z. H. SIKHUNDLA  
MUNICIPAL MANAGER**