



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: ADMINISTRATIVE SUPPORT TO THE OFFICE OF THE CHIEF WHIP

TASK GRADE: 06

DURATION: 3 MONTHS

ANNUAL BASIC SALARY R 24 246.06 PLUS BENEFITS

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.

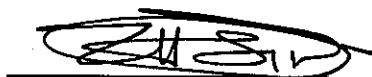
KEY PERFORMANCE AREAS: Provide general Administrative support in the office of the Chief Whip. Manages the diary of the Chief Whip. Perform clerical activities/ task to the office of the Chief Whip. Performs Administrative activities/ tasks associated with preparation of documentation for meetings. Filling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

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**