



**ALFRED NZO**  
DISTRICT MUNICIPALITY

Enquiries S Fikeni

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**PUBLIC NOTICE**  
**VACANT POSITION**  
**NOTICE NO 12/2021/2022**

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

Alfred Nzo District Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. *People with physical disabilities are encouraged to apply.*



**Suitably qualified persons are hereby invited to apply for the following vacancies**

**1. MUNICIPAL MANAGER'S OFFICE**

**VIP PROTECTION OFFICERS X 2 TO THE OFFICE OF THE COUNCIL SPEAKER**

**DURATION: 02 MONTHS**

**STIPEND: R30 925.17**

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

**ESSENTIAL REQUIREMENTS:** Matric/ Grade 12 • Competency Certificate in Handling Firearm •  
1-2 years 'experience as a driver/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 Personal Security to the Council Speaker at all material times. Provide driving services to the Council Speaker and exercise a proactive and reactive action to the safety of the Council Speaker and associated property. Attend to specific administration reporting and recording requirements associated with the role. Performance proactive and reaction response to protect vehicle and any property in custody of the Council Speaker. Ensure that Executive Mayor's allocated vehicle is in a reasonable condition to be on the road for maximum safety of the Council Speaker

**PROGRAMME SUPPORT OFFICERS X 2 TO THE EXECUTIVE MAYOR, DEPUTY EXECUTIVE MAYOR**

**DURATION: 03 MONTHS**

**STIPEND: R35 111.86**

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

**ESSENTIAL REQUIREMENTS:** Matric/ Grade 12 • One (1) year Certificate in Office Administration • One (1) years' experience 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:** Manages the office of the Executive Mayor and Deputy Executive Mayor. Perform Administrative support in the Mayor and Deputy Executive Mayor. Performs Administrative activities/ tasks associated with preparation of documents for meetings in the office of the Executive Mayor or Deputy Executive Mayor, Communicate with visitors, officials, councilors, prepare statutory reports.



**PROGRAMME SUPPORT OFFICER TO THE COUNCIL OF THE SPEAKER  
DURATION: 02 MONTHS**

**SPIPEND: R35 111.86**

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

**ESSENTIAL REQUIREMENTS:** Matric/ Grade 12 • One (1) year Certificate in Office Administration • One (1) years' experience 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:** Manages the office of the Executive Mayor and Deputy Executive Mayor. Perform Administrative support in the Mayor and Deputy Executive Mayor. Performs Administrative activities/ tasks associated with preparation of documents for meetings in the office of the Executive Mayor or Deputy Executive Mayor, Communicate with visitors, officials, councilors, prepare statutory reports.

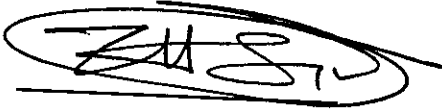
**Closing date: 28 FEBRUARY 2022 @12h00**

**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. S FIKENI, HR Officer by telephone at (039) 254 5000.



**Z. H. SIKHUNDLA**  
**MUNICIPAL MANAGER**