

**ALFRED NZO**  
DISTRICT MUNICIPALITY

**EXTERNAL ADVERTISEMENT**  
**VACANCIES**  
**NOTICE NO 05/2021/2022**

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**

**OFFICE OF THE MUNICIPAL MANAGER**

**CHIEF OF STAFF**

**FIXED TERM CONTRACT ATTACHED TO THE OFFICE OF EXECUTIVE MAYOR**  
**TOTAL REMUNERATION PACKAGE: R1 091 050.05 (ALL INCLUSIVE PACKAGE)**  
**STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES**

**ESSENTIAL REQUIREMENTS:** Matric/ Grade 12 • National Diploma in Public Management/Administration/ Public Relations • Computer Literacy • Minimum of five 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:** Verifying logistical support in respect of community structures and partnership agreements through implementation of policies and reporting on specific project/ program requirements e.g. EPWP Programs, etc. • Conducting environmental 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 and maintaining documentation pertaining to Rules of Order in Council and Portfolio meetings and Code of Conduct for Councilors by reviewing/ distributing and monitoring/ evaluating the implementation of rules of order and policies for adoption by Council.

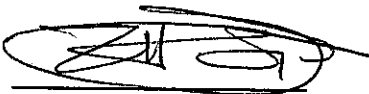
**Closing Date: 18 February 2022**

**Time: 15:15**

**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**