

**ALFRED NZO**  
DISTRICT MUNICIPALITY

Enquiries: Mr Kohli

**PUBLIC NOTICE**  
**VACANT POSITION**  
**NOTICE NO 11/2021/2022**

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**

**1. MUNICIPAL MANAGER'S OFFICE**

**TEMPORARY EMPLOYEES: ADMINISTRATIVE SUPPORT TO MMC X1**

**DURATION: 3 MONTHS**

**TASK GRADE: 06**

**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.

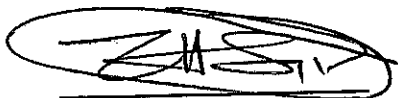
**KEY PERFORMANCE AREAS:** Provide general Administrative support in the MMC. Manages the diary of the MMC. Perform clerical activities/ task to the MMC. Performs Administrative activities/ tasks associated with preparation of documentation for meetings. Filing of documents. Attending to outgoing, incoming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

**Closing date: 09 FEBRUARY 2022 @ 14:00**

**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**