



ALFRED NZO
DISTRICT MUNICIPALITY

EXTERNAL ADVERTISEMENT
VACANCIES
NOTICE NO 08/2021/2022

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

MUNICIPAL MANAGER

MANAGER: CREATIVE ARTS, HERITAGE AND MUSEUM DEVELOPMENT
FIXED 5 YEAR TERM CONTRACT
TOTAL REMUNERATION PACKAGE: R1 091 050.05 (ALL INCLUSIVE PACKAGE)
STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Matric/Grade 12 Certificate • Bachelor's Degree in Public Management / Development Studies/Public Administration • Certificate in Municipal Finance Management Programme as prescribed by National Treasury will be an added advantage • At least 5 years' experience in the Local Government Sphere of which 3 years in managerial or oversight role in Council systems • Strong knowledge of the Local Government sector and applicable legislations • Planning and organizing skills • Ability to work under pressure and meet deadlines • Strong Analytical and interpersonal skills through knowledge of applicable legislation • Knowledge of Budgeting and Annual Performance Plan in the Municipal Context • Strong Supervisory skills • Good report writing skills • Good Communication skills Interpersonal skills • Computer skills with Microsoft package • 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: Develop and support Arts (both fine and performing arts), Culture, Museums, Heritage & Thusong programmes within the District •Conducting research into best practices associated with the functionality and determining the appropriateness of specific procedures for implementation • Effective support of all related and relevant institutions to achieve and maintain optimal performance • Develop and promote Arts, Culture, Heritage, Museums and Thusong policy that mainstreams its role in social development • Improve economic and other development opportunities for ANDM locally, nationally and globally through mutually beneficial partnerships, thereby ensuring the sustainability of the sector • Ensure development of social cohesion and social justice through Creative and Heritage Development programmes • Oversee the effective and efficient use of Creative and Heritage Development resources and Thusong Service Centers • Guide, sustain and develop the archival and heritage resources of Alfred Nzo District to empower its citizens through full and open access to these resources • Ensure that the Unit is properly coordinated in line with goals associated with Creative and Heritage Development together with Thusong Center guidelines • Preparing business plans: budget inputs and reports: manage human and financial resources within the Unit • Controls outcomes associated with utilization, productivity and performance of personnel within the Unit

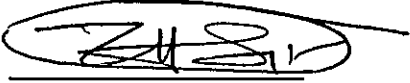
Closing Date: 25 February 2022

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. M Kohli, Manager: HRM & D by telephone at (039) 254 5000.

A handwritten signature in black ink, appearing to read 'ZHS', is enclosed within an oval-shaped scribble. A horizontal line is drawn beneath the signature.

**Z. H. SIKHUNDLA
MUNICIPAL MANAGER**