



**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'S OFFICE**

**MUNICIPAL MANAGER**

**FIVE (5) YEAR FIXED TERM CONTRACT**

**TOTAL REMUNERATION PACKAGE: R 1,067, 587 Minimum; R1, 227,113- mid-point; Maximum – R 1,386,637**

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

**ESSENTIAL REQUIREMENTS:** Matric/ Grade 12 • Bachelor's Degree in Public Administration/ Political Sciences/Social Sciences / Law or equivalent qualification. 5 years relevant at a Senior Management Level and have a proven successful institutional transformation within public or private sector • A valid Driver's License. Certificate in Municipal Finance Management (SAQA qualification ID No 48965) for accounting officers of municipalities as per Regulation 493 dated 15 June 2007 • A postgraduate degree or relevant NQF Level 8 qualification will be a strong recommendation • Proven record in institutional transformation in public or local government sector • A high level of computer literacy • Advanced knowledge of relevant policy and legislation • Required core competencies as stipulated in Annexures A and B of regulations on appointment and conditions of employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014 • Advanced understanding of institutional governance systems and performance management • Advanced understanding of Council operations and Delegation of powers • Strategic leadership skills • Proven ability to negotiate in all spheres of government • Proven track record of good governance, audit and risk management, budget and financial management • Ability and commitment to develop rural environment • Valid Driving License and no criminal record • Candidates will be subjected to



## **ALFRED NZO**

DISTRICT MUNICIPALITY

criminal record checks, background screening; reference and previous employer checks, credit record check and qualification verification.

**KEY PERFORMANCE AREAS:** Manage administration in accordance with Local Government: Municipal Systems Act 32 of 2000 and other applicable legislation • Advise political structures and office bearers, manage communication between all structures, and carry out their decisions • Implement the municipal integrated development plan, as well as the monitoring of the progress with implementation of the service delivery and development plan • Management of the provision of services to the community in a sustainable and equitable manner • Advising the political structures and political office bearers of the municipality on matters pertaining to administration and council • Carrying out the decisions of the political structures and political office bearers of the municipality as per adopted delegation framework in terms of section 59 of the Local Government: Municipal Structures Act 117 of 1998 • Promote sound labour relations and compliance with the applicable legislature • The maintenance of discipline of staff, the management, effective utilization and training of staff in terms of the relevant policies including the skills development policy • The exercise of any powers and the performance of any duties delegated by the municipal council or sub-delegated by other delegated authorities of the municipality to the municipal manager in terms of section 59 of the Local Government Municipal Structures Act 32 of 2000 • The administration and implementation of the municipality policies, by-laws and other legislation • Appointment of staff other than those referred to in section 56(a) of the Local Government: Municipal Systems Act 32 of 2000.

**KEY COMPETENCIES:** Advanced knowledge and understanding of relevant policy and legislation; Advanced understanding of institutional governance systems and performance management; Advanced understanding of Council operations and delegation of powers; Good governance; Audit and Risk management establishment and functionality and Budget and finance management.

Additionally, The following competencies as described in the Local Government Regulations on appointment and conditions of employment of senior Managers dated 17 January 2014 are essential:

- **CRITICAL LEADING COMPETENCIES:** Strategic Direction and Leadership • People Management • Financial Management • Program and Project Management • Change Leadership • Governance Leadership



## **ALFRED NZO**

DISTRICT MUNICIPALITY

- **CORE COMPETENCIES:** Moral Competence • Planning and Organising • Analysis and Innovation • Knowledge and Information Management • Communication • Results and Quality Focus.

A successful candidate will enter into performance-based employment contract with the Council (represented by Executive Mayor) as required by s57 of the Municipal Systems Act No. 32 of 2000. Moreover, successful candidate will sign performance Agreement with financial interest disclosure and Person Development Plan (PDP). Candidates must be ready to undergo security vetting as required by regulation 10 (3)(h) of the regulations on appointment and conditions of employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014.

**Closing Date: 03 June 2022**

**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.** The successful candidate will be required to sign employment contract, annual performance agreement as well as to disclose their financial interests. 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 are encouraged to apply.

**LATE, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED**

**All enquiries should be directed to Mr. NR Xolo, Senior Manager: Corporate Services by telephone at (039) 254 5000.**

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