



**ALFRED NZO**  
DISTRICT MUNICIPALITY

Enquiries MH KOHLI

5098

**PUBLIC NOTICE**  
**VACANT POSITION**  
**NOTICE NO 15/2021/2022**

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. LOCAL ECONOMIC DEVELOPMENT - PLANNING AND ECONOMIC  
DEVELOPMENT**

**TEMPORARY EMPLOYEE: ADMIN OFFICER**

**DURATION: 3 MONTHS**

**STIPEND: R 8 620.81 PER MONTH**

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

**ESSENTIAL REQUIREMENTS:** Matric/ Grade 12 • A recognized National Diploma in Office Administration, Public Management, Business Management or Equivalent qualification NQF level 6 qualification in the relevant field • Two (2) years' experience in administration in the Local Government • Competency in the use of computer especially in Excel, Word and PowerPoint • Good communication skills.

**KEY PERFORMANE AREAS:** Performing specific administrative procedure involving updating, calculation and posting of expenditure transaction ti specific accounts• Preparing schedules and processing payments • Attending to enquiries and providing general administrative/ clerical support to ensure creditor transaction are accurately processed; account information maintained and laid-down procedural instructions/ guidelines are complied with • Verifying the availability of funds from vote numbers to ensure Virements by receiving and compiling a report to the manager for votes with the Department.

**TEMPORARY EMPLOYEE: AGRICULTURAL ASSISTANT X3**

**DURATION: 3 MONTHS**

**STIPEND: R8 620.81 PER MONTHS**

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

**ESSENTIAL REQUIREMENTS:** Grade 12/ Matric Certificate • A recognized National Diploma in Agricultural Management/ Agricultural Science/ Agricultural Economics/ Forestry or Equivalent in Agriculture • Sound knowledge and understanding of agricultural production ( crop and animal production), forestry or fisheries development • At least 1-2 years relevant experience • Competency in the use of computers especially in Microsoft Office: Word, Excel, PowerPoint, Internet and Outlook • A valid driver's license • Having own car will be an added advantage • Ability to work under pressure and meet deadlines

**KEY PERFORMANE AREAS:** Facilitate and support the implementation of agricultural projects/initiatives within the District • Identify and enhance forestry opportunities to improve the economy of the District • Identify and enhance aquaculture/fisheries opportunities to improve the economy of the District • Develop proposals and business plans for agriculture, forestry and fisheries projects • Manage the formulation of specific activities associated with providing support to line functions • Package funding applications for Agricultural Development Initiatives.



**TEMPORARY EMPLOYEE: SMME DEVELOPMENT ASSISTANT**

**DURATION: 3 MONTHS**

**STIPEND: R 8 620.81 PER MONTH**

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

**ESSENTIAL REQUIREMENTS:** Grade 12 • National Diploma in Small Business Management/Economics/Business Management or Equivalent • Sound knowledge and understanding of Local Economic Development (LED) in relation to SMME Development • At least 1-2 years appropriate experience in LED • The incumbent will be expected to have a sound understanding of computer packages ( Ms Word, Excel and PowerPoint) • The incumbent should have sound expertise on Business development and Governance • Have a sound understanding of Business incubation principles and practices • Ability to work under pressure and meet deadlines • Good Analytical and interpersonal skills through knowledge of applicable legislation

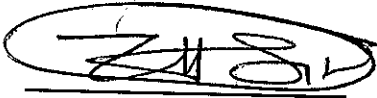
**KEY PERFORMANE AREAS:** Facilitate and support the implementation of agricultural projects/initiatives within the District • Identify and enhance forestry opportunities to improve the economy of the District • Identify and enhance aquaculture/fisheries opportunities to improve the economy of the District • Develop proposals and business plans for agriculture, forestry and fisheries projects • Manage the formulation of specific activities associated with providing support to line functions • Facilitate SMME related LED initiatives and events for SMMEs , Cooperatives and the District as a whole • Facilitate training to develop understanding and improve capabilities of the local community to participate in economic development initiatives • Facilitate access to markets for SMMEs across all sectors in ANDM • Engage SMMEs and Cooperatives with respect of funding opportunities available • Package funding applications for the LED department, SMMEs and co-operatives.

**Closing date: 24 June 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**