



ALFRED NZO
DISTRICT MUNICIPALITY

Enquiries: Mr MH Kohli

Ext No: 5098

PUBLIC NOTICE
VACANT POSITION
NOTICE NO 01/2022/2023

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.*



Applicants are hereby invited from suitably qualified persons for the following position:

TEMP: MANAGER COUNCIL SUPPORT

DURATION: 3 MONTHS

STIPEND: R90 920.83

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Matric/ Grade 12 • National Diploma in Public Management • Computer Literacy • Minimum of five years' experience of which three (3) years at Managerial level and two (2) years' experience in Council Support. 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: Advise and support the Speaker on administrative and strategic decisions. Assist and support the speaker in executing the legislative responsibilities and any other duties and powers delegated by council. Ensure that that all documentation arising out of the Council meetings are registered and attended to and Council resolutions are implemented. Manages specific key performance areas around the functioning of the Speakers office. Manage and coordinate functioning of oversight structures, systems and processes. Implementing programs of the office of the Speaker. Provision and promotion of community participation services and liaising.

2. MUNICIPAL MANAGERS OFFICE

**TEMP: PROGRAME SUPPORT OFFICER TO THE OFFICE OF THE SPEAKER
DURATION: 03 MONTHS**

SPIPEND: R35 111.86

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Matric/ Grade 12 • One (1) year Certificate in Office Administration • One (1) years' experience 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: Manages the office of the Council Speaker. Perform Administrative support in the Office of the Council Speaker. Performs Administrative activities/ tasks associated with preparation of documents for meetings in the office of the Council Speaker, Communicate with visitors, officials, councilors, prepare statutory reports.

3. MUNICIPAL MANAGERS OFFICE

**TEMP: VIP PROTECTION OFFICER X 2 TO THE OFFICE OF THE SPEAKER
DURATION: 3 MONTHS**

STIPEND: 30 925.80

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

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ESSENTIAL REQUIREMENTS: Matric/ Grade 12 • Competency Certificate in Handling Firearm • 2 years 'experience as a driver/Peace Officer/VIP Protection Officer • A valid driver's license • A valid Advanced driving certificate and Peace Officer certificate will be an added advantage.

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.

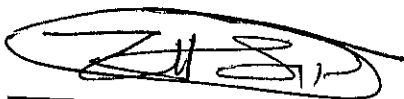
KEY PERFORMANCE AREAS: Provide Personal Security to the Council Speaker at all material times. Provide driving services to the Council Speaker and exercise a proactive and reactive action to the safety of the Council Speaker and associated property. Attend to specific administration reporting and recording requirements associated with the role. Perform proactive and reaction response to protect vehicle and any property in custody of the Council Speaker. Ensure that Council Speaker's allocated vehicle is in a reasonable condition to be on the road for maximum safety of the Council Speaker.

Closing date: 15 July 2022 @10h00.

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



**Z. H. SIKHUNDLA
MUNICIPAL MANAGER**