



ALFRED NZO
DISTRICT MUNICIPALITY

5098

PUBLIC NOTICE
VACANT POSITION

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

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

STIPEND: R29 095.77

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.

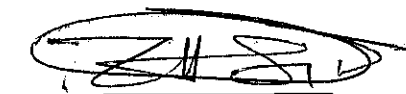
KEY PERFORMANCE AREAS: Manages the office of the Council Speaker. Perform Administrative support in the Office of the Council Speaker. Performs Administrative activities/ tasks associated with preparation of documents for meetings in the office of the Council Speaker, Communicate with visitors, officials, councilors, prepare statutory reports.

Closing date: 22 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 & Development by telephone at (039) 254 5000.



**Z. H. SIKHUNDLA
MUNICIPAL MANAGER**