



ALFRED NZO
DISTRICT MUNICIPALITY

Enquiries: Mr MH Kohli

EXTERNAL ADVERTISEMENT
VACANT POSITION
NOTICE NO 02/2022/2023

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:

1. BUDGET AND TREASURY OFFICE

RECEIVING AND ISSUING CLERK X2
TASK GRADE: 06
ANNUAL BASIC SALARY R142 058.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 • One (1) year certificate in Accounting • 6-12 Months experience in stores or warehouse management • Driver's License will be an added advantage • Competency in the use of computers especially in Excel and Word • Planning and organizing, administrative, Good communication skills with willingness and readiness to work long hours and under pressure

KEY PERFORMANCE AREAS: Examine incoming items/ material to ensure they meet specification or requirement • Shelf received materials from supplier according to bin numbers • Doing daily, monthly stock taking on issued materials • Issuing materials to operators and to satellite stores • Keeping the stores neat and clean at all times • Record keeping of all inventory item



2. COMMUNITY DEVELOPMENT SERVICES

ENVIRONMENTAL HEALTH PRACTITIONER X1

TASK GRADE: 11

ANNUAL BASIC SALARY R 289 366.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 • National Diploma in Environmental Health/or B Tech Degree in Environmental Health • 2 years' experience in performing Environmental Health duties and implementing the relevant legislation • Current registration with health Professions Council of SA as an EHP: Independent Practice • Computer Literacy

KEY PERFORMANCE AREAS: Water Quality Monitoring • Food Safety and Control • Waste Management and general hygiene monitoring • Health surveillance and prevention of communicable diseases • Disposal of the dead • Vector Control • Environmental pollution control • Chemical safety.

3. INFRASTRUCTURE DEVELOPMENT AND MUNICIPAL SERVICES

ARTISAN FOREMAN X4

TASK GRADE: 10

ANNUAL BASIC SALARY R245 099.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12/matric and 6 months certificate in plumbing or any equivalent qualification • 2 years field work related experience in water and sewer reticulation/ plumbing of which 1 year is at supervisory level • Language proficiency in at least two of the four languages of Alfred Nzo District (English, IsiXhosa, Sesotho and Afrikaans) • A valid code C1 driver's license with PDP.

KEY PERFORMANCE AREAS: Coordinate specific pre-work/site requirements with regards to installations, repairs, and planned and predictive maintenance sequences • Interpret requirements on work or nature of complaints received and establishing resources for the necessary completion of tasks • Interacting and checking allocated components and materials against job cards prior to commencing and/or communicating the need for material and plant requirements in accordance with work sequence or informing alternative water supply for consumers • Coordinates activities/ sequences associated with trouble shooting/ fault findings process to identify reasons for failures in the supply of water • Supervises and control the key performance indicators and outcomes of personnel.



PROCESS CONTROLLER X2 (Matatiele X1, Umzimvubu X1)

TASK GRADE: 06

ANNUAL BASIC SALARY R145 058.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12/matric • N3 in Water and Waste water treatment practice • Minimum of 06-12 months experience in water and waste water treatment practice • Language proficiency in at least two of the four languages of Alfred Nzo District (English, IsiXhosa, Sesotho and Afrikaans).

KEY PERFORMANCE AREAS: Monitor the whole treatment works, monitoring daily water analysis • Monitoring daily records and meter reading • Cleaning grit channels on daily basis • Monitoring water reservoirs and reading incoming flow • Performing hourly tests on monitoring chlorine in water before distribution • Monitoring all pumps and filters • Make sure the yard is well maintained at all times • Monitoring and supervising the general assistants.

Closing date: 02 September 2022 @15h15.

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.



MR. NR. XOLO
ACTING MUNICIPAL MANAGER