



ALFRED NZO

DISTRICT MUNICIPALITY

Enquiries: Mr MH Kohli

Ext No: 5098

EXTERNAL ADVERT
VACANT POSITION
NOTICE NO 04/2022/2023

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 positions:



COUNCIL SECRETARY

FIXED TERM CONTRACT ATTACHED TO THE TERM OF THE SPEAKER

TOTAL PACKAGE: R1 129 236.80 (ALL –INCLUSIVE)

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Matric/ Grade 12 • Relevant 3 year tertiary qualification, preferably a B. Degree in Administration or / Public Administration • Computer Literacy MS Soft • More than five years' administrative experience of which three (3) years or more must be Managerial experience. A valid Driver's License.

KEY COMPETENCY SKILLS: Knowledge of Local Government sector and applicable legislation • Planning and Organizing Skills. Analytical • Communication, Facilitation, Interpersonal, Problem solving, Project Management, Financial Management. Report Writing Skills. Advance level of Knowledge is regard to Municipal committee functions as per governance structures and legislations.

KEY PERFORMANCE AREAS: Advise and support the Speaker on administrative. Provide support the speaker in executing the legislative responsibilities and any other duties and powers delegated by council. Provision of committee secretary support to council. Manages specific key performance areas around the functioning of the Speakers office. Implementing programs of the office of the Speaker. Provision and promotion of community participation services and liaising.

**ASSISTANT MANAGER: SYSTEM SUPPORT
FIVE (05) YEARS FIXED TERM CONTRACT**

TOTAL REMUNERATION PACKAGE: R903 389.43 (ALL INCLUSIVE PACKAGE)

STATIONED PLACE: MOUNT AYLIFF (MAIN OFFICES)

ESSENTIAL REQUIREMENTS: Grade 12 • A recognized National Diploma in Information Technology/Bachelor of Science in Computer Science/any Equivalent NQF Level 06 in ICT Qualification • Minimum (05) years' relevant experience required of which 02 years must be at senior/supervisory level experience in Business System Administration in Virtualized Environment • A valid driver's license.

KEY PERFORMANCE AREAS: Implement minimum security standards for all Business Systems (Munsoft & Payday) for the District and provide assistance to Local Municipalities (LM) ON Implementation of Minimum Security Standards • Develop knowledge management plan for the District and Local Municipalities • Provide Support to Alfred Nzo District Municipalities (ANDM) billing services and revenue offices • Responsible for monthly review of Vendors performance reports through SLAs • Resolving and maintaining the user administrative environment • Develop Monitoring and maintenance strategy of business system for the purposes of enforcing segregation of duties • Champion development and implementation of paperless workflow/governance • Develop District Support plan for Local Municipalities ICTs • Develop EFT and interface security standards and review municipal EFT process monthly • Support Implementation of MSCOA for ANDM an LM on implementation of their MSCOA.

Closing date: 23 September @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.

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.



N.R. XOLO
ACTING MUNICIPAL MANAGER