



ALFRED NZO
DISTRICT MUNICIPALITY
EXTERNAL ADVERTISEMENT
VACANT POSITION
NOTICE NO 06/2022/2023

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. OFFICE OF THE MUNICIPAL MANAGER- WSA

ENVIRONMENTAL MANAGEMENT OFFICER
TASK GRADE: 11
ANNUAL BASIC SALARY R289 366.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 • National Diploma in Environmental Management or any natural science equivalent qualification • Minimum of 2 years' experience in environmental management field • Knowledge and application of environmental legislations and all SEMAs • Driver's License (code EB)

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: Assist LMs in implementing plans • Ensure catchment management and land restoration through citizen's science • Ensure that the municipality in its mandate of services delivery complies with all components authority's legislations and regulations • Ensure that critical issues such as climate change are integrated into municipal planning to ensure sustainability of the services rendered by the municipality • Facilitate and coordinate the environmental forums within the District. Implement innovative means of raising environmental awareness to communities, officials and leadership of ANDM • Implement all environmental management projects of the municipality within the set timeframes.

2. INFRASTRUCTURE DEVELOPMENT MUNICIPAL SERVICES

**EPWP COORDINATOR
TASK GRADE: 12**

ANNUAL BASIC SALARY R341 635.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Matric/ Grade 12 • National Diploma in Project Management or Public Administration or Public Management or Management or any related qualification to the field • 3 years 'experience working experience • Valid Code EB driver's license.

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: Coordinates functional and operational information on the immediate, short and long term objectives and current developments, problems and constraints

- Identify projects to be implemented as detailed in Sector plans and the Municipality's plan against national methodologies, approaches and legislation outlining the implementation of the Expanded Public Works Program (EPWP) • Drafting an EPWP policy for approval by Management.

**FINANCIAL MANAGEMENT INTERNS X3
TWO YEAR FIXED TERM CONTRACT
STIPEND: R139 736.88 PER ANNUM**

ESSENTIAL REQUIREMENTS: Grade 12 • A three year recognised B. Com degree or National Diploma, majoring in Accounting and / or Local Government Finance • Must be a graduate residing from within the Alfred Nzo District Municipality jurisdiction (proof of residence required) • Must have no prior working experience.

KEY COMPETENCY SKILLS: Computers especially in Excel, PowerPoint, Outlook, Internet • Planning and organizing skills • Good Communication Skills • Willingness and readiness to work long hours and under pressure • Good customer care skills.

KEY PERFORMANCE AREAS: To assist and hence receive training and exposure in the following area: implementation of financial management reforms and the Municipal Finance Management Act • General Financial Administration • Capital and operating budget administration • Salary management • Procurement administration • Liability administration • Treasury management

Closing date: 04 November 2022 @15:15

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