



ALFRED NZO
DISTRICT MUNICIPALITY

EXTERNAL ADVERTISEMENT
VACANT POSITION
NOTICE NO 07/2022/2023

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.*



Suitably qualified persons are hereby invited to apply for the following vacancies

1. MUNICIPAL MANAGER'S OFFICE

VIP PROTECTION OFFICERS X 2 TO THE OFFICE OF THE SPEAKER
FIXED TERM CONTRACT ATTACHED TO THE TERM OF THE SPEAKER

TASK GRADE: 08

TOTAL PACKAGE: R384 098.39 (ALL INCLUSIVE)

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

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

2. MUNICIPAL MANAGER'S OFFICE

VIP PROTECTION OFFICER X1 TO THE OFFICE OF THE EXECUTIVE MAYOR

FIXED TERM CONTRACT ATTACHED TO THE TERM OF THE EXECUTIVE MAYOR

TASK GRADE: 08

TOTAL PACKAGE: R384 098.39 (ALL INCLUSIVE)

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

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 Executive Mayor at all material times. Provide driving services to the Executive Mayor and exercise a proactive and reactive action to the safety of the Executive Mayor 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 Executive Mayor. Ensure that Executive Mayor allocated vehicle is in a reasonable condition to be on the road for maximum safety of the Executive Mayor.

3. MUNICIPAL MANAGER'S OFFICE

**ADMIN CLERK TO MMC- MAYORAL AFFAIRS
FIXED TERM CONTRACT ATTACHED TO THE TERM OF THE MMC- MAYORAL
AFFAIRS**

TASK GRADE: 07

TOTAL PACKAGE: R356 906.85

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Matric/ Grade 12 • One (1) year Certificate in Office Administration or public Administration • One years' experience as in office Administration or public Administration.

KEY PERFORMANCE AREAS: Provide general Administrative support in the MMC. Manages the diary of the MMC. Perform clerical activities/ task to MMC. Performs Administrative activities/ tasks associated with preparation of documentation for meetings. Filling of documents. Attending to outgoing, incoming and external correspondence .Preparing logistics for the meetings of the MMC including travel arrangements, accommodation. Communicating with visitors and officials.

Closing date: 11 November 2022 @ 15h00

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. N. XOLO
ACTING MUNICIPAL MANAGER**