



ALFRED NZO
DISTRICT MUNICIPALITY
EXTERNAL ADVERTISEMENT
VACANT POSITION
NOTICE NO 10/2022/2023

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

COORDINATOR OPMS
TASK GRADE: 11
ANNUAL BASIC SALARY R289 366.00 PLUS BENEFITS

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Matric/ Grade 12 • ND in Public Management/ Administration • 3-5 years' experience in local government performance management system environment • Competency in the use of computer especially in Excel, Word and PowerPoint.

KEY PERFORMANCE AREAS: Scrutinizing the completeness of the reported performance. Verification of portfolio of evidence uploaded on the system. Making enquiries through Manager IDP/PMS on any grey areas. Request for further submissions on incomplete information/adequate information. Provide secretariat Support services on any meetings purposed to improve

performance information on the district. Monitoring and advising on Implementation and compliance with standards and procedures to support synergy between application and understanding of the performance management system. Monitoring submission dates for departmental performance and providing feedback.

**ADMIN CLERK ATTACHED TO MMC- IDMS
FIXED TERM CONTRACT ATTACHED TO THE TERM OF THE MMC-IDMS
TASK GRADE: 07
TOTAL PACKAGE: R356 906.85 (ALL INCLUSIVE)**

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

2. COMMUNITY DEVELOPMENT SERVICES

**CUSTOMER CARE OFFICER
TASK GRADE: 06
ANNUAL BASIC SALARY R142 058.00 PLUS BENEFITS**

ESSENTIAL REQUIREMENTS: Grade 12 • National Diploma in Public Administration/Administration or Equivalent NQF Level 06 qualification in Public Management or Public Administration • Minimum of 2 years' experience in Customer Services • Good interpersonal Skills, Communication Skills- Verbal and written, Listening Skills, Problem Analysis and Problem solving.

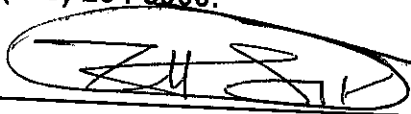
KEY PERFORMANCE AREAS: Deal directly with customers either by telephone, electronically or walk ins (face to face) • Respond promptly to customer inquiries or queries • Refer customer queries to relevant departments within the municipality • Follow-up on referred unresolved issues with respective departments • Provide assistance to walk inn customers by directing and escorting to respective service departments in line with their service need/s • Register all municipal visitors and their queries • Prepare monthly reports.

Closing date: 20 January 2023 @ 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 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.



**ZAMILE H. SIKHUNDLA
MUNICIPAL MANAGER**