



ALFRED NZO
DISTRICT MUNICIPALITY

Enquiries: Mr MH Kohli

Ext No: 5098

EXTERNAL ADVERT
VACANT POSITIONS
NOTICE NO 12/2022/2023

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:



COUNCIL SECRETARY

FIVE (05) YEARS FIXED TERM CONTRACT

TOTAL REMUNERATION PACKAGE: R1 129 236.80 (ALL –INCLUSIVE)

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Matric/ Grade 12 • National Diploma in Administration or / Public Administration, preferable a B Degree in Administration / Public Administration • Computer Literacy MS Soft • More than five (5) 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.

MANAGER: PMU

FIVE (05) YEARS FIXED TERM CONTRACT

TOTAL REMUNERATION PACKAGE: R1 129 236.80 (ALL - INCLUSIVE)

STATIONED PLACE: MOUNT AYLIFF (MAIN OFFICES)

ESSENTIAL REQUIREMENTS: Grade 12 • ND in Civil Engineering or Built Environment or Equivalent NQF Level 06 Qualification • Registration with professional engineering council of SA (ECOSA) or other relevant engineering bodies will be an added advantage • Minimum (05) years' relevant experience in project management, preferable in water and sanitation. Minimum 03 years' experience in project management role (Middle Management level /Project Manager) position • A Valid driver's license.

KEY PERFORMANCE AREAS: The overall management of the PMU to ensure that infrastructure projects are implemented within the specified timeframes, quality and specification as required by the District Municipality within its IDP • Maintain administration, financial control and reporting systems • Manage all municipal infrastructure grant projects and other capital projects that municipality is implementing • Manage all PMU staff including performance management • Assist the infrastructure development with its IDP process, planning projects, budget allocation as well as finding and preparation of business plans, registering of projects on MIG/MIS, technical reports and feasibility studies • Liaise with all stakeholders and funding organizations • Manage all consultants and contractors as well as support staff from other organizations responsible for project implementation within municipality • Assist in contract administration of all projects including quality assurance, risk management, approval of



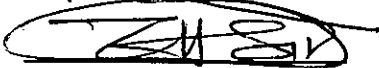
professional fee claims and contract's certificate • Prepare and disseminate monthly progress reports to the ANDM as well as other stakeholders • Ensure municipal compliance to all conditions and framework of grants in the division of revenue act.

Closing date: 03 March 2023

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.



**ZAMILE.H SIKHUNDLA
MUNICIPAL MANAGER**