



ALFRED NZO
DISTRICT MUNICIPALITY
EXTERNAL ADVERTISEMENT
VACANT POSITION
NOTICE NO 14/2022/2023

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. MUNICIPAL MANAGER'S OFFICE – OFFICE OF THE SPEAKER

COUNCIL SUPPORT CLERK
TASK GRADE: 06
ANNUAL BASIC SALARY R142 058 PLUS BENEFITS

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Grade 12 • Certificate in Computer literacy • Minimum of 01 to 02 years' relevant experience in Local Government Council Support services/functions

KEY PERFORMANCE AREAS: Secretarial support to Council meeting through the application of laid down meeting procedures and recording proceedings at meeting • Preparation of minutes and agendas • General admin functions • Translation and interpreting services associated with the processing and updating of information connected with Council sittings • Render a proof reading service and compiling of a database with regard to language services.

2. BUDGET AND TREASURY OFFICE - PROJECTS EXPENDITURE

ACCOUNTANT PROJECTS

TASK GRADE: 11

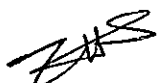
ANNUAL BASIC SALARY R289 366.00 PLUS BENEFITS

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Matric/ Grade 12 • National Diploma or Degree, in Financial Accounting /Internal Auditing or any relevant equivalent qualification in Finance , Knowledge of Project Management Unit Expenditure will be an added advantage • 2 to 4 years' experience in Finance • Knowledge in Munsoft will be an added advantage Competency in the use of computers especially in Excel , PowerPoint ,Outlook and Internet • Good Analytical, logical skills as well as knowledge of municipal environment.

KEY PERFORMANCE AREAS: Monthly update of Retention register and its supporting documents • Reconciling Retention register vs General ledger • Monthly update of Wip register, Reconciliation and filling • Verifies all the supporting documents regarding the claim to ensure that all the requirements have been met • Imports all Captured Capital Grants payments to be paid from the financial system(Munsoft) to FNB • Maintain and analyze cashbook and the general ledger • Reconciling all capital grants and ensure correct and timeous statutory reporting thereof • Perform any other duties as may be assigned by the Supervisor.

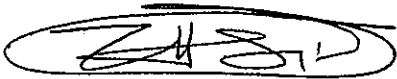
Closing date: 21 April 2023 @15:15



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**