

ALFRED NZO
DISTRICT MUNICIPALITY

EXTERNAL ADVERTISEMENT
VACANCIES
NOTICE NO.18/2022/2023

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

MUNICIPAL MANAGER'S OFFICE

DIRECTOR: CORPORATE SERVICES

PERMANENT

TOTAL REMUNERATION PACKAGE: R 935 100 – R 1 184, 979

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Grade 12 • Bachelor Degree in Public Administration / Management Sciences / Law; or equivalent or equivalent NQF Level 07 qualification • Minimum of five (05) years proven experience in a Middle Management level position, must have proven successfully management experience in administration • Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum Competency Regulations of 2007 will be an added advantage • Good knowledge and understanding of relevant policy and legislation; institutional governance systems • Good knowledge of corporate support services, including: Human capital, Information Communication Technology; and Auxiliary services. Ability to communicate and negotiable at all levels of government and with all relevant stakeholders • Ability to prove strategic, visionary and innovative leadership • Extensive knowledge of Performance Management

Systems in a local government environment • Computer literacy covering all applications •
A valid driver's license.

KEY PERFORMANCE AREAS: Planning budgeting and management of the department responsible for personnel administration and management, Submit regular reports to the Municipal Manager, Oversee Staff Establishment development and performance management system; Facilitate the formulation and review of municipal by-laws and policies; Development implementation and maintenance of appropriate systems, controls and procedures to ensure fair, efficient, effective and transparent human resources administration, Responsible Employee Assistant Program and Occupational Health and Safety, Oversee the administration of benefits, Responsible for human resources development, development of workplace skills plan, employment equity plan, employee relations, oversee municipal ICT systems development and implementation, Manage auxiliary services.

DIRECTOR: COMMUNITY DEVELOPMENT SERVICES

PERMANENT

TOTAL REMUNERATION PACKAGE: R 935 100 – R 1 184, 979

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Grade 12 • Bachelor Degree in Social Sciences / Public Administration/ Law; or equivalent or equivalent NQF Level 07 qualification • Minimum of five (05) years proven experience in a Middle Management level position, must have proven successfully management experience in administration • Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Minimum Competency Regulations of 2007 will be an added advantage • a Good knowledge and understanding of relevant policy and legislation; institutional governance systems and performance management system. • Understanding of council operations and delegation of powers, as well as: - Health service management; Disaster management, Fire and rescue services. A proof of registration with the South African Council for Social Service Professionals (SACSSP), or similar recognized relevant professional body. Ability to

communicate and negotiable at all levels of government and with all relevant stakeholders

- Ability to prove strategic, visionary and innovative leadership
- Extensive knowledge of Performance Management Systems in a local government environment
- Computer literacy covering all applications
- A valid driver's license.

KEY PERFORMANCE AREAS: Provide strategic direction to the department • Lead and manage personnel in the department so that they are able to achieve performances objective as agreed and meet budgetary expectation • Responsible for Environmental Health Services and Customer care services • Responsible for disaster risk Management, Fire and Rescue services • Develop and implement capital and operational budget • Prepare and provide reports on the activities of the departments as and when required • Ensure and manage the execution of business planning; Performance management and compliance with the department • Maintain and promote Stake holder Relations.

Competencies as describe in the Local Government Regulations on appointment and conditions of employment of Senior Managers dated 20 September 2021 are essential:

A successful candidate will enter in performance-based employment contract with the Council (represented by Municipal Manager) as required by s57 of the Municipal Systems Act No. 32 of 2000. Moreover, successful candidate will sign performance Agreement with financial interest disclosure and Person Development Plan (PDP). Candidates must be ready to undergo security vetting as required by regulations 10 (3) (h) of the regulations on appointment and conditions of employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014.

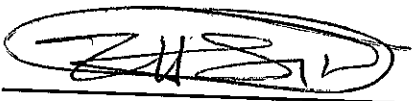
Closing Date: 21 July 2023

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. 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. M Kohli, Manager: HRM & D by telephone at (039) 254 5000.



ZAMILE. H. SIKHUNDLA
MUNICIPAL MANAGER