



ALFRED NZO

DISTRICT MUNICIPALITY

EXTERNAL ADVERTISEMENT

VACANT POSITION

NOTICE NO 02/2023/2024

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. BUDGET AND TREASURY OFFICE –REVENUE SECTION

METER READER

TASK GRADE: 05

ANNUAL BASIC SALARY R127 937.00 PLUS BENEFITS

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Grade 10 • One year experience in Municipal environment, at least 6 months in reading meters in revenue section.

KEY PERFORMANCE AREAS: Reading meters, inspect meters and connections for defects, damage and unauthorized connections, including bypasses meter • Indicates irregularities on forms for necessary action by services departments • Verifies readings to locate abnormal consumption and records reasons for fluctuations • Perform reconnections and disconnections

- Delivering of account statements to consumers • Booking must be read according to the meter booking and returned to the office for billing purposes.

2. MUNICIPAL MANAGER'S OFFICE – OFFICE OF THE SPEAKER

COUNCIL SUPPORT CLERK

TASK GRADE: 06

ANNUAL BASIC SALARY R149 729.00 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.

Closing date: 28 July 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 two months 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