



ALFRED NZO
DISTRICT MUNICIPALITY
EXTERNAL ADVERTISEMENT

VACANT POSITION
NOTICE NO 13/2023/2024

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. CORPORATE SERVICES – HRM

PERSONNEL CLERK
TASK GRADE: 06
ANNUAL BASIC SALARY R149 729.00 PLUS BENEFITS

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Grade 12 Or Matric • A three year National Diploma in Human Resources or related qualification • At least 1 to 2 years' experience in Human Resources Management • Knowledge of Payday will be an added advantage • Competency in the use of computer package.

KEY PERFORMANCE AREAS: Performs administrative/clerical tasks associated with Personnel/Humana resources activities • Merging, copying and transferring data from recruitment applications, formatting/ generating forms/ transactional documentation for approval to facilitate retrieval of data for the selection • Updating personnel files by inserting current and relevant information • Processing and preparing documents for staff appointments, filling of all

documentation and personnel files in a chronological sequence in order to ensure easy retrieval

- Assisting in leave management
- Compile master lists for vacant positions.

2. CDS – CUSTOMER CARE

HELP DESK CLERK

TASK GRADE: 07

ANNUAL BASIC SALARY R181 017.00 PLUS BENEFITS

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Grade 12 Or Matric • 1 Year Certificate in Public Management/ Administration or relevant qualification • year experience in in Assets and Liabilities or Finance department • Competency in the use of computer package.

KEY PERFORMANCE AREAS: Attend to all incoming telephone calls, and/ or visitors • Assist visitors and customers with general service requests, directions, deliveries and access needs • Recording details of enquiries and/ or messages in the absence of personnel and forwarding for attention upon availability and/ or communicating routine information to the enquirer referring to the municipal calendar, directory and other sources of information • Receiving requests from internal staff members with respect to specific contact details, searching and locating telephone numbers and/ or physical/ postal address using the directory or electronic voice activated enquiry systems and, make available information or initiate contact and transfer the call • Receiving requests from external customers with respect to specific information • Monitoring the cleanliness and professional appearance of the reception area i.e. foyer, bathrooms and kitchen • Maintain positive environment and experience for all visitors at the foyer • Compile monthly reports and submit to Manager Customer Care • Provide related clerical and administrative duties as and when required.

Closing date: 19 January 2024 @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. S Fikeni telephone at (039) 254 5000.



MRS. U.P. MAHLASELA
ACTING MUNICIPAL MANAGER