



ALFRED NZO

DISTRICT MUNICIPALITY

PUBLIC NOTICE

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. OFFICE OF THE MUNICIPAL MANAGER

TEMPORARY EMPLOYEE: COMMUNITY LIASON OFFICER

DURATION: 3 MONTHS

MONTHLY STIPEND: R10 616.00

STATIONED PLACED: ANDM MAIN OFFICE

ESSENTIAL REQUIREMENTS: Grade 12/Matric • ND in Public Management • 01-02 years relevant experience required • Competency in the use of computers especially in Excel, Word and Power Point.

KEY PERFORMANCE AREAS: Facilitate community meetings • Ensuring that all parties are well informed and their concerns, feedback are heard and addressed • Building relationships between Office of the Executive Mayor and community • Organizing community meetings • Educating communities on the role of the office of Executive Mayor.

TEMPORARY EMPLOYEE: ADMIN OFFICER

DURATION: 3 MONTHS

MONTHLY STIPEND: R10 616.00

STATIONED PLACED: ANDM MAIN OFFICE

ESSENTIAL REQUIREMENTS: Grade 12/Matric • ND in Administration • 02 years relevant experience required • Competency in the use of computers especially in Excel, Word and Power Point

KEY PERFORMANCE AREAS: Coordinates/ activities associated with the provision of secretarial/ administrative support the Executive Mayoral Committees structures in the Municipality • Follow application of laid down meeting procedures and ensure recording proceedings at meetings • Controls the key performance indicators and outcomes of subordinate personnel • Ensuring laid down guidelines are applied and all secretary and support requirements associated with the committee functions is efficiently • warrant the accuracy and efficiently in the compilation and recording of all documents and transcript.

TEMPORARY EMPLOYEE: ADMIN CLERK TO MMC

DURATION: 3 MONTHS

MONTHLY STIPEND: R10 616.00

STATIONED PLACED: ANDM MAIN OFFICE

ESSENTIAL REQUIREMENTS: Grade 12/Matric • ND in Administration or equivalent • 06-18 months working experience required • Competency in the use of computers especially in Excel, Word and Power Point

KEY PERFORMANCE AREAS: Perform tasks/activities associated with the provision of secretarial / administrative support to Executive Mayoral Committees structures in the Municipality • Follow application of laid down meeting procedures and ensure recording

proceeding at meetings for the effective implementation of resolutions • Ensure laid down guidelines are applied and all secretarial and support requirements associated with the committee functions is efficiently undertaken and completed • Captured minutes of meetings accurately, reflective of discussion and verified prior to circulation and laid down administrative procedures associated with records keeping complied • Adequate filing systems and recording.

Closing date: 24 June 2026 @ 14:00 pm.

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, 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. S FIKENI, Senior HR Officer by telephone at (039) 254 5000.



**MR. Z.H. SIKHUNDLA
MUNICIPAL MANAGER**