



ALFRED NZO

DISTRICT MUNICIPALITY

Enquiries S Fikeni

EXTERNAL ADVERTISEMENT
VACANT POSITIONS
NOTICE NO 12/2024/2025

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 positions:

ENVIRONMENTAL HEALTH PRACTITIONER X1
TASK GRADE: 12
ANNUAL BASIC SALARY R 376 287.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 • National Diploma in Environmental Health/or B Tech Degree in Environmental Health • 2-5 years' experience required • Legislative requirement: Completed 01 year minimum community services • Current registration with health Professions Council of SA as an EHP: Independent Practice • Computer Literacy • Peace Officer: Registration with Department of Agriculture if applicable • Valid driver's license • Computer Literacy: MS Office

KEY PERFORMANCE AREAS: Inspecting relevant premises checking compliance and there after issue compliance certificates such as Health Certificate, Certificate of Acceptability and Certificate of Competency • Monitoring safe handling, storage and

transportation of radioactive waste material and their sources by conducting inspection

- Coordinating workshops and community activities on Environmental Health related projects and programs
- Seeking approval from immediate superior to serve compliance notice to stop or correct specific sequences to enable compliance
- Completing details/information statutory notices indicating non-compliance to specific codes and regulations, forwarding for approval prior to servicing on offenders

ADMIN OFFICER X1
TASK GRADE: 7
ANNUAL BASIC SALARY R189 163.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 • Computer Literacy: MS Office • Personal Assistant / Senior, Senior /Executive Secretary • Relevant Secretarial Certificate

KEY PERFORMANCE AREAS: Coordinating the implementation of procedures, systems and controls related to the receiving, updating and recording of transactional/ operational information and activities associated with the functionality • Collating information and/ or conducting investigations to establish facts for inclusion into responses to internal/ external communications (emails, letters) • Collating information and statistics of time worked in excess of normal hours from the various offices, verifying data and updating Office records • Checking and verifying the accuracy of data and attending to public enquiries in relation to the department • Maintaining records of transactional documentation using alphanumeric filing sequence and/ or attending to the archiving of old records applying laid down procedures

DISASTER MANAGEMENT OFFICER X1
TASK GRADE: 12
ANNUAL BASIC SALARY R376 287.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 • Relevant Tertiary Qualification preferably in Disaster (Risk) Management • Minimum of 3-5 years' experience in the field of Disaster (Risk) Management • DMISA Registration (Technician) • Computer Literacy: MS Office • Valid driver's license (code 8 minimum)

KEY PERFORMANCE AREAS: Identifies with the disaster management strategy with respect to service delivery and implementation and monitors the short-term plan and objectives by communicating with relevant role players on specific KPA's with a view of aligning functions and service delivery objectives and capacity and capability of the municipality • To conduct public awareness programs which will ensure an alert, informed and self-reliant public • Disseminate information on outcomes, current developments, problems and constraints/ present educational material on public safety and disaster management activities in order to ensure that information, advice and opinion of relevant matters is made available • Performs specific administrative and reporting requirement associated with the key performance area and result indicators of the functionality by preparing investigational and productivity reports, completing instructional / operational documentation • Directly responsible for the maintenance of satellite center to deliver in terms of the disaster management continuum • Conduct disaster management trainings and assist in the recruitment and training of committees in order for communities to participate in disaster management activities.

2.

MUNICIPAL MANAGER'S OFFICE

RISK TECHNICIAN

TASK GRADE: 11

ANNUAL BASIC SALARY R318 716.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 • NQF Level 6 or Higher in Risk Management or Internal Audit or Local Government Finance • Minimum of 3-5 years' experience in Risk Management • Proficiency in the use of Risk Management Tools, preferable E- risk Management System or CURA • Must be a member of the Institute of Risk Management South Africa (IRMSA).

KEY PERFORMANCE AREAS: Identify, analyze, evaluate and monitor project risks associated with projects initiation, planning, execution, and monitoring and control • Periodically facilities enterprise wide risk assessments of management policies, processes, competencies, reporting and systems to identify significant gaps in the capabilities around managing critical risks • Conduct sites visits and inspections to

assess the condition and vulnerability of infrastructure to various risks and compliance therefore • Assist in developing and implementing a compliance program to ensure that the municipality operates in accordance with legislation • Assist in conducting ongoing fraud awareness campaigns by organizing workshops, developing and issuing articles educating employees, councilors, and community on fraud and corruption.

SENIOR INTERNAL AUDITOR
TASK GRADE: 12
ANNUAL BASIC SALARY R376 287.00 PLUS BENEFITS
STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Grade 12 • National Diploma in Internal Auditing/Auditing or Equivalent Qualification, NQF Level 06 • Preferable Qualification: B.Com Degree Internal Auditing /B Tech Internal Auditing/ Advance Diploma Internal Auditing at NQF Level 07 • 5-8 relevant experience required which includes 02 years of Supervisory experience • An affiliate member of Institute of Internal Auditors (SA) • Competency in the use of computer package will be an added advantage • Valid driver's license.

KEY PERFORMANCE AREAS: Conduct internal audits within the municipality to ensure compliance with internal policies, procedures, and regulations • Evaluate the effectiveness and efficiency of internal control systems and recommend improvements • Perform risk assessments and identify areas of potential risk within the organization • Review and audit financial statements to ensure accuracy and compliance with accounting standards • Verify the integrity and reliability of financial reporting • Identify discrepancies and provide recommendations for corrective actions • Ensure that the local government adheres to all relevant laws, regulations, and standards • Monitor and report on compliance issues and breaches • Stay updated with changes in local government regulations and implement necessary adjustments • Prepare detailed audit reports, including findings, recommendations, and action plans • Maintain accurate and organized documentation of all audit processes and findings • Train and mentor junior staff and new employees on internal audit practices and procedures • Participate in

professional development opportunities to stay updated with the latest auditing standards and practices • Collaborate with various departments within the local government to facilitate audit processes • Build and maintain relationships with external auditors and regulatory bodies • Engage with the Institute of Internal Auditors (SA) and participate in relevant professional activities • Conduct site visits and field audits as required, ensuring the effective execution of audit plans • Utilize a valid driver's license to travel to different locations for auditing purposes.

Prepare monthly performance management reports and report to Chief Audit Executive

3.

CORPORATE SERVICES DEPARTMENT

HR OFFICER: PAYROLL

TASK GRADE: 10

ANNUAL BASIC SALARY R269 959.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 • A relevant 3 year qualification in Human Resource Management / Payroll administration or related field • 2-5 years relevant experience • Payday Certificate will be added as an advantage • Computer skills with Microsoft package.

KEY PERFORMANCE AREAS: Perform all HR Functions associated with Payroll and leave administration • Manage records in terms of proper filling of HR documents such as salary adjustments, bank details changes into personnel files and all other internal memos relating to payroll processing • Administration, capturing of travelling claims • Attend to all staff queries related to payroll • Calculation of leave days for leave pay out to terminated employees.

HR OFFICER: LABOUR RELATIONS

TASK GRADE: 10

ANNUAL BASIC SALARY R269 959.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 • A relevant 3 year qualification in Human Resource Management or related field • 2-5 years' experience in Labour Relations environment • A valid driver's license • Computer skills with Microsoft package.

KEY PERFORMANCE AREAS: Coordinating all logistic for local Labour proceedings including circulation of invitation, notices, attendance registers, recording and minutes taking • Implementing specific requirement associated with function of grievance and disciplinary hearing • Coordinates specific administrative responsibilities associate with functionality of labour relations unit • Representing the municipality in dispute referred to CCMA or Bargaining Council • Coordinates training intervention and guidance to management and employees on procedures and applications associated with specific employee relations.

4. BUDGET AND TREASURY OFFICE

ASSISTANT MANAGER ASSETS AND LIABILITIES MANAGEMENT

TASK GRADE: 15

ANNUAL BASIC SALARY R549 935 PLUS BENEFITS

STATIONED PLACED: ANDM – MOUNT AYLIFFF OFFICES

ESSENTIAL REQUIREMENTS: Grade 12 • A relevant tertiary qualification, preferably a Diploma or B-Degree in Property Asset Management / Business Management/ Finance /Property valuation. • 8 years or more relevant experience required preferably in Property Asset Management in middle management • A valid driver's license

KEY PERFORMANCE AREAS: Responsible for the full asset and liabilities management function which involves the maintenance of a fixed asset register, the safeguarding and insurance of assets. • Utilizing cost benefits alternative service delivery models and project management of all ANDM stores • Management of fleet and inventory • Contributing to development and implementation of relevant asset management policies and procedures • Assist during budget process by identifying objectives and priorities of the municipality • Interpreting, analyzing and responding to audit findings for the section.

METER READER X2

TASK GRADE: 5

ANNUAL BASIC SALARY R133 204.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 • 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.

Closing date: 14 February 2025 @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, Emaxesibeni, 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, HR Officer by telephone at (039) 254 5000.


MR T.F. MOPELOA
ACTING MUNICIPAL MANAGER
4/2/2025