



ALFRED NZO

DISTRICT MUNICIPALITY

PUBLIC NOTICE NOTICE NO 02/2024/2025

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 position:

TECHNICAL SERVICES ENGINEER (TSE) AND FACILITIES

**TEMPORARY EMPLOYEE: GENERAL ASSISTANT X1
DURATION: 3 MONTHS**

MONTHLY STIPEND: R9 960.45 PER MONTH

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Grade 10 • N3 Level Certificate • 06 to 01 year required experience.

KEY PERFORMANCE AREAS: Assists in repairs associated with building/electrical maintenance and installation of building replacement components • Collect data from departments as instructed by supervisor • Provide general assistance to artisans on building maintenance.

2. OFFICE OF THE MUNICIPAL MANAGER

**TEMPORARY EMPLOYEE: ADMIN CLERK TO MMC-WSP
DURATION: 3 MONTHS**

MONTHLY STIPEND: R9 960.45 PER MONTH

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Grade 12 • One (01) year certificate in Office Administration or Public Administration • 01 year experience in Office Administration.

KEY PERFORMANCE AREAS: Provide general administration support in the office of the MMC • Coordinate the diary of the MMC • Performance administration activities/tasks associated with preparation of documentation for meetings • Filing of documents • Attending to outgoing, incoming and external correspondence • Preparing logistics for the meetings of the MMC including travel arrangements, accommodation • Liaising with visitors and officials.

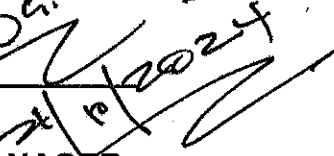
Closing date: 24 October 2024 @ 12:00

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


MR T.F MOPELOA
ACTING MUNICIPAL MANAGER


21/10/2024