

# ALFRED NZO

DISTRICT MUNICIPALITY

## EXTERNAL ADVERTISEMENT

### VACANT POSITION NOTICE NO 11/2024/2025

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:**

#### 1. MUNICIPAL MANAGERS OFFICE

##### CHIEF AUDIT EXECUTIVE

TASK GRADE: 18

ANNUAL BASIC SALARY R862 953.00 PLUS BENEFITS

**ESSENTIAL REQUIREMENTS:** Grade 12 • Baccalaureus Technologiae Degree/ B Compt. Degree: Internal Auditing, at NQF 7 as recognized by SAQA. Member of the institute of internal auditors • 05 years' or more in internal auditing services in Local Government of which 03 years must be in middle management level • A Valid Driver's license • Postgraduate qualification/Professional certificates: MBA/MBL/ACC/CIA/CA Qualification will be added as advantage.

**KEY PERFORMANCE AREAS:** Assessing Governance Structures, ensures that governance processes within the Alfred Nzo District Municipality align with legislative mandates and ethical

standards .This includes evaluating the transparency and accountability of leadership• Promoting Ethical Behavior and ensure that codes of conduct are integrated and adhered to by all departments .Acts as an advisor to the Council, Mayoral Committee, Audit and Performance Committee Municipal Public account Committee and other governance structures of the municipal public Account Committee and other governance structures of the municipality on governance issues and improvements •Evaluating Risk Management Processes ,how the Alfred Nzo District Municipality identifies manages and mitigates risks. This Includes assessing both strategic and operational risk. Integrating risks with decision making by ensuring that risk considerations are part of decision making by ensuring that considerations are part of decision making process at all level of local government, ensuring proactive risk management rather than reactive crisis management•Champion the development of strategic Risk Based Coverage Internal Audit Plan. Monitor the implementation of strategic Risk Based Coverage Internal Audit Plan and quarterly report to the Audit and Performance Committee and senior management•Managed Internal Audit Budget and Human Capital. Monitors Compliance with all applicable laws, regulations, and policies (e.g. Municipal finance management legislations, procurement rules, environmental Laws)• Coordinates with External Auditors ( e.g. Auditor-General's Office)to ensure that audit findings are complementary and that there is a clear flow of information Laws)• Manage the provision of audits of performance information to assess whether local government services and programs are being delivered Effectively and efficiently

**Closing date: 15 November 2024 @ 15h00 pm**

**Please note:** Applicants must submit a completed **ANDM Employment Form** obtained from our offices or on our website ([www.andm.gov.za](http://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

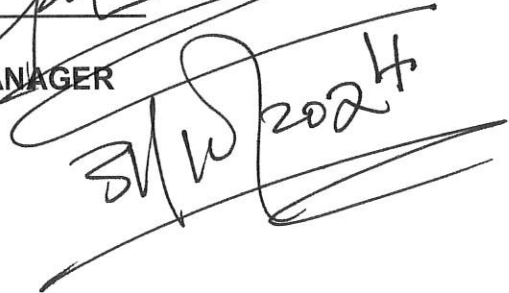


no notification within one month from the closing date, please assume that your application was unsuccessful. The council reserves the right not to fill the position. Alfred Nzo District Municipality is an equal opportunity and affirmative action employer and people from designated groups.

**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.

  
MRT F MOPELOA  
ACTING MUNICIPAL MANAGER

  
S FIKENI  
2024





# ALFRED NZO

DISTRICT MUNICIPALITY

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## PUBLIC NOTICE NOTICE NO 03/2024/2025

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:**

### 1. OMM-WHIP OF COUNCIL

**TEMPORARY EMPLOYEES: VIP OFFICERS X2 TO THE WHIP OF THE COUNCIL**

**DURATION: 3 MONTHS**

**MONTHLY STIPEND: R26 351.82 PER MONTH**

**STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES**

**ESSENTIAL REQUIREMENTS:** Grade 12 or matric • Competence Certificate in handling firearm • 01-02 years' experience as driver/Peace Officer/VIP Protection Officer • Competency in the use computer package • Valid driver's license • A valid Advantage driving certificate and peace Officer Certificate will be added advantageous.

**KEY PERFORMANCE AREAS:** Provide personal security to the Whip of the Council at all Material times • Provide driving services to the council and exercise provide a proactive and reactive action to the safety of the Whip of the Council and associated property • Attend to a specific administration reporting and recording requirements associate with the role•Performance proactive and reaction response to protect Vehicle and any property in custody of the Whip •Ensure that Whip of the Council allocated vehicles is in a reasonable condition to be on the road for maximum safety of the Whip of the Council.

**Closing date: 05 November 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](http://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