



ALFRED NZO
DISTRICT MUNICIPALITY
PUBLIC NOTICE

VACANT POSITIONS
NOTICE NO 08/2024/2025

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. BUDGET AND TREASURY OFFICE

TEMPORARY EMPLOYEES – PROGRAM SUPPORT OFFICER TO CFO
DURATION: 3 MONTHS
STIPEND: R10 109.86 PER MONTH

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Senior Certificate (Grade 12 or Equivalent) • Computer Literacy (MS. Word) • 2 years' experience in Administration position.

KEY PERFORMANCE AREAS: Responsible for the arrangement of accommodation and transport of Chief Financial Officer • Maintaining office of the Chief Financial Officer by arranging meetings, handling books, answering telephone, receiving and directing visitors • Perform PSO duties with preparation of documents for meeting by making invitations, attendance register and agenda for Departmental meetings • Attending to the typing of correspondence, faxing, photocopying and organizing of stationary for CFO • Performing any delegated tasks such as maintaining office supplies of the CFO • Perform secretarial and

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administrative duties by typing memos, reports and letters drafting correspondences, circulars and letters • Arranging meetings, conferences, and travel arrangements, as well as preparing necessary materials and documentation for CFO • Developing a filing and index system to ensure files and records are safe and easily accessed • Liaising with the managers/subordinates reporting to the chief financial officer • Scheduling continuing and updating the dairy of CFO and alerting priority/urgent meeting requiring attention

TEMPORARY EMPLOYEES – ADMINISTRATION OFFICER

DURATION: 3 MONTHS

STIPEND: R10 109.86 PER MONTH

ESSENTIAL REQUIREMENTS: Senior Certificate (Grade 12 or Equivalent) • Computer Literacy (MS. Word) • 2 years' experience in Administration position.

KEY PERFORMANCE AREAS: Responsible for the arrangement of accommodation and transport of all Budget and Treasury Office Staff • Maintaining records of transactional documentation using alphanumeric filing sequence and/ or attending to the archiving of old records applying laid down procedures • Perform admin duties with preparation of documents for meeting by making invitations, attendance register and agenda for Departmental meetings • Attending to the typing of correspondence, faxing, photocopying and organizing of stationary for budget and treasury Managers • Performing any delegated tasks such as maintaining office supplies of managers and communicating with other units and Departments to ensure smooth communication and workflow • Perform activities associated with the provision of administrative to ensure adequate support is made available to enable accomplishment of specific administrative reporting deadlines • Arranging meetings, conferences, and travel arrangements, as well as preparing necessary materials and documentation for BTO managers • Developing a filing and index system to ensure files and records are safe and easily accessed • Acting as a liaison between the CFO, BTO Managers and other units, ensuring that information flows smoothly and efficiently • Attending to various meetings of budget and treasury, taking minutes.

Closing date: 14 March 2025 @12:00 PM

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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 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: Senior HR Officer SP telephone at (039) 254 5000.



MR O DIKO

ACTING MUNICIPAL MANAGER