



ALFRED NZO
DISTRICT MUNICIPALITY

INTERNAL ADVERTISEMENT
VACANT POSITION
NOTICE NO 13/2024/2025

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:

BUDGET AND TREASURE OFFICE

ADMINISTRATION OFFICER
TASK GRADE: 07

ANNUAL BASIC SALARY: R189 163.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Senior Certificate (Grade 12 or equivalent) • National Diploma in Public Management/ Administration, Office Administration or equivalent Qualification • 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 attending to the archiving of records applying laid down procedures • Perform admin duties with preparation of documents for meeting by making invitations, attendance register and a gender 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 unites 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 department• Developing a filing and index system to ensure files and records are safe and easily accessed• Checking and verifying the accuracy of data and attending to public enquiries in relation to the department

2. BUDGET AND TREASURE OFFICE

PROGRAM SUPORT OFFICER

TASK GRADE: 07

ANNUAL BASIC SALARY R189 163.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade12 • National Diploma in Public Management/ Administration, Office Administration or equivalent Qualification • 2 years' experience in Administration position•

KEY PERFORMANCE AREAS :Responsible for the arrangement of accommodation and transport of Chief Finance 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 budget and treasury Managers • Performing any delegated tasks such as maintaining office supplies if the CFO•Perform secretarial and administrative duties by typing memos ,reports and letters drafting correspondence's ,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 final Scheduling continuing and updating the dairy of CFO and alerting priority/urgent meeting requiring attention •

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3. BTO – ASSET MANAGEMENT

RECEIVING AND ISSUING CLERK

TASK GRADE: 06

ANNUAL BASIC SALARY R156 467.00 PLUS BENEFITS

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Grade 12 Or Matric • One year Certificate in Accounting • 06 to 12 months experience in Store or warehouse management • Competency in the use of computer package.

KEY PERFORMANCE AREAS: Examine incoming items/ material to ensure they meet specification or requirement • Shelve received materials from supplier according to bin numbers • Doing daily, monthly stock taking on issued materials • Issuing materials to operators and to satellite stores • Keeping the stores neat and clean at all times.

4. BTO – SCM

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PROCUREMENT OFFICER

TASK GRADE: 11

ANNUAL BASIC SALARY R318 716.00 PLUS BENEFITS

STATIONED PLACED: MALUTI

ESSENTIAL REQUIREMENTS: Grade 12 • National Diploma in Supply Chain Management/ or Finance • 03 years' experience in SCM preferable in local government • Competency in the use of computer package • Valid driver's license.

KEY PERFORMANCE AREAS: Checking quoted prices and specifications against requisitions/ requirements of the sections • Co-ordinates and controls the application of procedures in respect of procurement and /or purchasing • Receiving and verifying information recorded on requisition forms • Communicating and establishing the capacity and capability of suppliers to meet specific requirements of the section • Interact with suppliers/vendors and evaluate and determines conformity with Councils

Procurement Policy and Guidelines • Monitors service providers performance • Assist with document management during Audit

5. PED – AGRICULTURE, FORESTRY AND FISHERIES

LED OFFICER IN AGRICULTURE, FORESTRY AND FISHERIES

TASK GRADE: 11

ANNUAL BASIC SALARY: R318 716.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 or Matric • A recognized National Diploma in Forestry Management/ Agricultural Management/Agricultural Science/Agricultural Economics or equivalent in Agriculture • At least 2 years relevant experience, Sound knowledge and understanding of forestry management, agricultural management or agricultural production (crop and animal production) • Competency in use of computer package • A valid driver's license

KEY PERFORMANCE AREAS: Facilitate and support the implementation of forestry projects/ agricultural projects/initiatives within the District • Identify and enhance forestry and agricultural opportunities to improve the economy of the District • Identify and utilize innovative methods to improve forestry and agricultural initiatives for the benefit of the economy in the District • Develop proposals and business plans for forestry and agriculture projects/initiatives. • Manage the formulation of specific activities associated with providing support to line functions.

6. PED – AGRICULTURE, FORESTRY AND FISHERIES

PED COORDINATOR

TASK GRADE: 10

ANNUAL BASIC SALARY: R269 959.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 or Matric • A recognized National Diploma in Business Management/ Economics • At least 3 years relevant experience, Planning and Economic Development • Competency in use of computer package • A valid driver's license.

KEY PERFORMANCE AREAS: Coordinate Planning and Economic development related initiatives for ANDM, ANDA, Sector Departments and Local Municipalities

- Coordinate and facilitate training to develop understanding and improve capabilities of the local community to participate in economic development initiatives
- Engage ANDM, ANDA, Sector Departments and Local Municipalities with respect to funding opportunities available
- Facilitate the formation of strategic partnerships with relevant stakeholders in the District, Province and Nationally
- Package Funding Applications for ANDM, ANDA, Sector Departments and Local Municipalities
- Provide leadership and support to subordinates
- Perform Specific Activities associated with providing support to line functions

7. CUSTOMER CARE

HELP DESK CLERK TASK GRADE: 07

ANNUAL BASIC SALARY: R189 163.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 or Matric • 1 year Certificate in Public Management/Administration or relevant qualification • At least 1 year experience familiarity with municipal environment • Competency in use of computer package.

KEY PERFORMANCE AREAS : Attend to all incoming telephone calls, and /or visitors

- Assist visitors and customers with general services requests, directions, deliveries and access needs
- Recording details of enquiries and/or messages in the absence of personnel and forwarding for attention upon availability and/or communicating routine information to the enquirer referring to the municipal calendar, directory and other source of information
- Receiving requests from internal staff members with respect to specific contact details, searching and locating telephone numbers and/or physical/ postal address using the directory or electronic voice activated enquiry systems and, make available information or initiate contact and transfer the call
- Receiving request from external customers with respect to specific information
- Monitoring the cleanliness and professional appearance of the reception area i.e. foyer ,bathrooms and kitchen report and submit to Manager Customer care
- Provide related clerical administrative duties as required.

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8. MUNICIPAL MANGER'S OFFICE

**RISK OFFICER
TASK GRADE: 10**

ANNUAL BASIC SALARY R269 959.00 PLUS BENEFITS

REQUIREMENTS: Grade 12/Matric Certificate • A three year recognized NQF 6 level qualification i.e. National Diploma/ B-tech/ Degree in risk management/ Internal Auditing/Auditing/Accounting • Minimum of 1-2 years' experience in enterprise, ICT Risk Assessment, fraud risk assessment • Must be a member of the Institute of Risk Management South Africa (IRMSA) • Valid Driver's License.

KEY PERFORMANCE AREAS : Works with business units and support units to establish, maintain and continuously improve risk management capabilities enterprise wide • As requested, consults with and assists managers of business units and support units during their assessment of risk and formulation of risk responses • Collating and analyze the results of the assessment process to identify trends within the risk and control profile and develop intervention to mitigate risks • Assist with compiling the necessary reports to the management, Mayoral Committee , Risk Management Committee and Audit Committee • Assist in compiling risk registers for all functional areas at strategic, tactical and operational levels • Liaises closely with the internal audit to develop a risk based audit plan and management assurance plans • Consolidates all information pertaining to all risk related functions, processes and activities.

9. MUNICIPAL MANGER'S OFFICE

**ADMIN CLERK ATTACHED TO MMC-WSP
TASK GRADE: 07**

TOTAL PACKAGE R393 107.92 (ALL-INCLUSIVE)

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

Handwritten signature/initials

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 • Filling 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: 31 January 2025

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.


T.F. MOPELOA
ACTING MUNICIPAL MANAGER