



**ALFRED NZO**  
DISTRICT MUNICIPALITY

**EXTERNAL 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:**

**1. OFFICE OF THE MUNICIPAL MANAGER**

**CHIEF RISK OFFICER**  
**TASK GRADE: 16**  
**ANNUAL BASIC SALARY R628 459.00 PLUS BENEFITS**

**ESSENTIAL REQUIREMENTS:** Grade 12 • Degree in Accounting/Auditing/Risk Management • Post Graduate level 08 Business Management Related Qualification will be an added advantage • Member of the Institute of Risk Management Southern Africa (IRMSA) • Member of CIGFARO • 08 years working experience in risk management field at Supervisory level • Proven competence in project management • Competency in the use of computer package • A Valid driver's license.

**KEY PERFORMANCE AREAS:** Provide a comprehensive risk management function in the municipality and its agency • Facilitate organizational wide risk assessment: Enterprise Risk Management, Fraud Risk Assessment, ICT Risk Assessment • Ensuring compliance with internal systems of control that are imposed to achieve compliance with the externally imposed regulatory framework • Work with all functional area to develop and maintain

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corporate wide BCP programme that addresses business recovery and emergency response management • Advising the Municipal Manager, Management, Councilors and Employees on the ethics program in the Municipality • Develop anti-fraud and corruption policy and strategy which includes all activities of fraud and corruption e.g. Gift policy, Whistle blowing Policy, Fraud Prevention Plan, Municipal Integrity Management Framework • Establish an institutional plan to implement the policy requirements, with respect to prevention, detection, reporting, investigation and resolution • Provide timely and concise report to the Municipal Manager, Executive Management, Mayoral Committee, Risk Management Committee and Audit Committee.

### **MANAGER LEGAL SERVICES**

#### **TASK GRADE: 17**

#### **ANNUAL BASIC SALARY R759 701.00 PLUS BENEFITS**

**ESSENTIAL REQUIREMENTS:** Grade 12 • LLB Degree or Equivalent legal qualification • Must be an admitted attorney with post admission of not less than 05 years • Minimum of 08 years' experience within the local government sphere • Experience in the district municipality will be an added advantage • Competency in the use of computer package • A Valid driver's license.

**KEY PERFORMANCE AREAS:** Manage litigation cases of the Municipality • Liaised with the external lawyers of the municipality • Prepare and monitor budget for legal services unit • Advising on the formulation of new or amendment by-laws, tariffs and policies • Facilitating the approval of draft by-laws through effecting the relevant approval processes such as public participation, publication and gazzeting • Advising council on standing rules and other related legislation • Responsible for vetting of new and old contracts • Managing and supervising subordinates personnel and approval of leaves • Liaising with chapter 9

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institutions and laws enforcement agencies such as SAPS, SIU and Hawks on matters concerning ANDM and its Jurisdiction.

**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.

**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.

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**COUNCIL SUPPORT CLERK**  
**TASK GRADE: 06**  
**ANNUAL BASIC SALARY R158 814 PLUS BENEFITS**

**ESSENTIAL REQUIREMENTS:** Grade 12 • 1-2 years relevant experience • Computer Literacy • A Valid driver's license will be an added advantage.

**KEY PERFORMANCE AREAS:** Assist with preparation of council and committees meeting in line with the council calendar • Provide an administrative and logistical support to council, councilors and council sub-committees • Ensure efficiency and compliance with legislation • Record management in the Council Support Office • Help in maintaining an updated resolution register for the council meetings.

**MPAC COORDINATOR**

**TASK GRADE: 06**

**ANNUAL BASIC SALARY R 158 814.00 PLUS BENEFITS**

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

**ESSENTIAL REQUIREMENTS:** Grade 12 • National Diploma in Office Management & Technology or Equivalent • 2-4 years' experience in Local Government • Computer skills with Microsoft package • valid driver's license.

**KEY PERFORMANCE AREAS:** Coordination of MPAC activities and provide administrative support • Responsible for the drafting annual MPAC Programme in line with the council calendar • Convene MPAC meeting on behalf of the Chairperson and the committee • Ensure proper management and filling of all MPAC records and files • Ensure sound links and relations with the Provincial oversight structures • Link with other oversight bodies within the District Municipality • Compile reports and track implementation of MPAC resolution by council and administration • Maintain a resolution register for the Committees.

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**COMMUNITY LIASON OFFICER**  
**TASK GRADE: 10**  
**ANNUAL BASIC SALARY R274 009.00 PLUS BENEFITS**

**ESSENTIAL REQUIREMENTS:** Grade 12 • National Diploma in Public Management • Computer Literacy • A Valid driver's license • 01-02 years' relevant experience

**KEY PERFORMANCE AREAS:** Facilitate Community Meetings • Ensuring that all parties are well-informed, and their concerns, feedback are heard and addressed • Building relationships between office of the Executive Mayor and the Community • Facilitate community engagements • Organizing Community Meetings • Educating communities on the role of the Office of the Executive Mayor • Writing of Reports • Crises Management through community engagements • Mayoral Events Coordinator.

**2. BUDGET AND TRESURY OFFICE**

**RECEIVING AND ISSUING CLERK**  
**TASK GRADE: 06**  
**ANNUAL BASIC SALARY R158 814.00 PLUS BENEFITS**

**STATIONED PLACED: MALUTI SATELLITE OFFICE**

**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.

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**ASSET AND LIABILITIES CLERK  
TASK GRADE: 06  
ANNUAL BASIC SALARY R158 814.00 PLUS BENEFITS**

**ESSENTIAL REQUIREMENTS:** Grade 12 • National Certificate in Finance Management or Equivalent qualification • 02 years' experience in Assets and Liabilities or Finance department • Competency in the use of computer package.

**KEY PERFORMANCE AREAS:** Liaise with SCM to take note of orders to be processed relating to acquisition of assets perform spot checks for assets • Barcoding of Municipal Assets and make copies of payment vouchers for monthly asset additions and capital vote reconciliation • Perform assets verification-note all discrepancies asset conditions and report to the supervisor, Assist to update asset inventory list • Check for asset movements and update the asset movement file with proper recording of moved assets monthly • Attend to all administration matters relating to asset management.

CORPORATE SERVICES HRM

**SENIOR HR OFFICER: LABOUR RELATIONS  
TASK GRADE: 12  
ANNUAL BASIC SALARY R376 287.00 PLUS BENEFITS**

**ESSENTIAL REQUIREMENTS:** Grade 12 • A relevant 3 year tertiary qualification in Human Resources Management or Related field • 5 - 8 years' relevant experience required • A valid driver's license.

**KEY PERFORMANCE AREAS:** Coordinating organization change and development through the formulation of specific industrial Relations policies and procedures and forwards/ presents to the manager and or Councils Committees • Coordinates practical training and guidance to management on procedures and applications associated with specific industrial relations processes • Coordinates and controls procedures and processes associated with maintaining employment relations and industrial peace • Coordinate procedure and research associated with disciplinary and grievances

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undertake any other task that may be assigned by the supervisor • Prepares and represent the Municipality in cases referred for conciliation/ Arbitration.

- Coordination & convening of consultative/ statute structure (Local Labour Forum).

**HR OFFICER: LABOUR RELATIONS**

**TASK GRADE: 10**

**ANNUAL BASIC SALARY R274 009.00 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. COMMUNITY DEVELOPMENT SERVICES DEPARTMENT**

**HELP DESK CLERK**

**TASK GRADE: 07**

**ANNUAL BASIC SALARY: R192 000.00 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

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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.

## **5. PLANNING AND ECONOMIC DEVELOPMENT**

### **LED OFFICER IN AGRICULTURE, FORESTRY AND FISHERIES**

**TASK GRADE: 11**

**ANNUAL BASIC SALARY: R323 497.00 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.

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**Closing date: 04 April 2025 @ 15h15**

**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 three 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 by telephone at (039) 254 5122/ 5030.**



**MR. O. DIKO  
ACTING MUNICIPAL MANAGER**