



ALFRED NZO
DISTRICT MUNICIPALITY
EXTERNAL ADVERTISEMENT

VACANT POSITION
NOTICE NO 15/2023/2024

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. CPS – HRM & OD

HR OFFICER LABOUR RELATIONS

TASK GRADE: 10

ANNUAL BASIC SALARY R258 334.00 PLUS BENEFITS

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Grade 12 • A relevant 3 year tertiary qualification in Human Resources Management or Related field. • 2 to 5 years' experience in Labour relations environment • A valid driver's license (Code B) • Competency in the use of computer 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 grievances and disciplinary hearing. • Coordinates specific administrative responsibilities associate with functionality of labour relations unit. • Representing the municipality in disputes referred to CCMA or Bargaining Council •Coordinates trainings intervention and guidance to management and employees on procedures and applications associated with specific employee relations.

UPM

2. BTO - ASSET MANAGEMENT

FLEET MANAGEMENT OFFICER

TASK GRADE: 11

ANNUAL BASIC SALARY R304 992.00 PLUS BENEFITS

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Grade 12 • A three year National Diploma in Fleet Management/Public Management/Financial Management or related qualification • Minimum 2 to 4 years' experience in Fleet Management • Competency in the use of computer package • Valid Driver's License (code 10)

KEY PERFORMANCE AREAS: Monitoring and control the activities associated with the Fleet Management services • Allocating Fleet vehicles for Officials • Completing relevant accident report in compliance with accident monitoring traffic fines, Road violations and summons applicable to vehicle • Verifying details of application for authorization of use of vehicles • Recommend disposal of municipal vehicle according to the fleet management policy and relevant legislation.

3. BTO - ASSET MANAGEMENT

RECEIVING AND ISSUING CLERK

TASK GRADE: 06

ANNUAL BASIC SALARY R149 729.00 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.

CPM

4. BTO – ASSET MANAGEMENT

ASSETS AND LIABILITIES CLERK

TASK GRADE: 06

ANNUAL BASIC SALARY R149 729.00 PLUS BENEFITS

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Grade 12 Or Matric • National Certificate in Financial Management or equivalent qualification • 2 years' experience in 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 newly acquired Municipal Assets and make copies of payment vouchers for monthly assets additions and capital vote reconciliation • Check asset movements and update the asset movement file with proper recording of moved assets monthly • Perform quarterly asset Verification-note all discrepancies asset conditions and report to the supervisor • Assist to update Asset Inventory list • Attend to all administration matters relating to asset management.

5. BTO – PROJECT EXPENDITURE

EXPENDITURE CLERK

TASK GRADE: 06

ANNUAL BASIC SALARY R149 729.00 PLUS BENEFITS

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Grade 12 Or Matric • One year Certificate with Accounting or Public Administration • 06 to 12 months experience in Finance environment • Competency in the use of computer package.

KEY PERFORMANCE AREAS: Receive Grants payments from the user department (IDMS) • Checking and verifying payment amounts , value added tax calculation and previous payments prior processing payments • Checking Availability of budget • Prepare Remittance, Recons and Payment Vouchers for all Eskom Payments • Capture payments to be paid on a monthly basis

CAP

into the financial system (Munsoft) • Prepare payment reversals and credit notes where applicable on the Financial System • Preparing Cession Reconciliations for all payments with Cessions and updating WSIG reconciliation breakdown as per the allocation for each village • Referencing source documents , reports using alpha numeric sequential codes to facilitate retrieval • Scanning all paid Payments on a monthly basis and upload them on ANDM sever (andzo data) • Updating files with current and relevant information pertaining to project administrative activities • Attending to all creditor queries and resolving efficiently within a reasonable time • Assisting in external and Internal Audit Queries.

6. BTO – EXPENDITURE

PAYROLL CLERK

TASK GRADE: 06

ANNUAL BASIC SALARY R149 729.00 PLUS BENEFITS

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

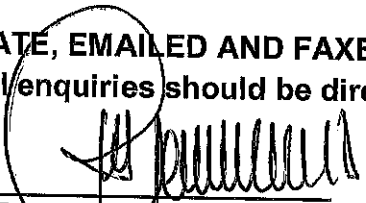
ESSENTIAL REQUIREMENTS: Grade 12 Or Matric • A relevant 3 years tertiary qualification, preferable a National Diploma or B Com with financial accounting as a major subject. • 06 months 02 years' experience in expenditure/payroll unit and knowledge of MFMA • Experience in working with MUNSOFT will be an added advantage • Computer literacy: MS Office

KEY PERFORMANCE AREAS: • Receiving payroll adjustments from HR • Capturing of payroll changes on payroll system • Capturing Salaries on financial system • Ensuring pay slips are printed on time • Preparing third party payments • Submitting payment schedule for all third party payments • Attending to internal and external audit queries • Filling copies of pay slips • Filling of payroll documents.

Closing date: 23 February 2024 @ 15h15.

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 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 telephone at (039) 254 5000.



MRS. U.P. MAHLASELA
ACTING MUNICIPAL MANAGER