

Physical Address
Umzimvubu Goats
Complex
Hospital Road
4735

Private Bag X 511
Mount Ayliff
South Africa
4735

Tel Number
+27 394 920 011
Fax Number
+27 866 833 718

Better District, Better Life and Growth for all.

www.ondo.org.za



Alfred Nzo Development Agency SOC Ltd
Reg nr 2006/009993/20

EXTERNAL ADVERTISEMENT
VACANT POSITION
NOTICE NO. 01/2019/2020

Applications are hereby invited from suitably qualified persons for the following position:

1. OFFICE OF THE CEO

PROGRAMME SUPPORT OFFICER
FIVE YEAR FIXED TERM CONTRACT
ALL INCLUSIVE TOTAL REMUNERATION PACKAGE: R359 321.00

**THE INCUMBENT WILL BE REPORTING TO THE CHIEF EXECUTIVE OFFICER
STATIONED PLACE: MOUNT AYLIFF**

KEY REQUIREMENTS: Grade 12 • A recognised Three-year Degree/National Diploma in Office Management/Public Management/Bachelor of Commerce or Equivalent Qualification Relevant to the field • Minimum of 2 to 3 years' experience in Office Administration • Executive Assistant experience will be an added advantage • Knowledge of the Local Government sector and applicable legislation • A valid Driver's Licence will be an added advantage. • Competency in the use of computers especially in Word, Excel, PowerPoint, Emails and Internet. • Required to work in a team, Strong Supervisory skills and interpersonal skills. • Willingness and readiness to work long hours and under pressure when necessary.

KEY PERFORMANCE AREAS: Managing the Office of the Chief Executive Officer by arranging meetings, handling books, answering the telephone, receiving and directing visitors • Provide support in terms stakeholder relations and management • Performing secretarial and administrative duties by typing memorandum, reports and letters • Liaising with managers and officials, and the staff in the office of the CEO • Dealing with queries and complaints directed to the office of the CEO • Recording minutes of the non-statutory meetings. • Monitoring executive of assignments or tasks delegated by the CEO. • Assisting CEO in managing and monitoring Agency Performance. Managing the CEO's Diary.

2. OFFICE OF THE CEO

PROJECT COORDINATOR: PLANNING AND REPORTING
FIVE YEAR FIXED TERM CONTRACT
ALL INCLUSIVE TOTAL REMUNERATION PACKAGE: R359 321.00

MINIMUM REQUIREMENTS: - Grade 12 • A recognised Three (03) Degree or National Diploma in Social Sciences/Public Administration/ Bachelor of Commerce or Equivalent Qualification Relevant to the field • Computer Literacy • Minimum of 2 to 3 years' experience in Strategic Planning and Reporting • Good communication skills both written and spoken • Knowledge of Local Government Legislative Practices • A valid driving licence will be an added advantage. • Competency in the use of computers especially in Word, Excel,

PowerPoint, Emails and Internet. • Required to work in a team, as a team Strong Supervisory skills and interpersonal skills • Willingness and readiness to work long hours and under pressure when necessary

KEY PERFORMANCE AREAS:- Provide support to the office of the CEO in relation to ensuring that all planning and reporting compliance requirement are met • Facilitate the development, review and implementation of the Multi-year Business Plan • Liaise with all the Agency departments continuously to ensure that all their activities and operations are aligned with the Multi-year Business Plan strategies & objectives • Lead the Process of Operational planning • Assist in the setting of institutional objectives, strategies and targets • Ensure alignment of strategic goals and objectives in relation to National, Provincial and District Priorities • Provide support in relation to the development of strategic direction and plans of the agency • Provide support in conceptualisation, managing and implementing of special projects • Provide support in terms of stakeholder relations and management • Ensure that Priorities are correctly captured and reflected in the Multi-Year Business Plan document • Liaise with District Municipality as well as Sector Development within the Alfred Nzo area of jurisdiction on Multi-Year Business Plan projects alignment • Render administration duties to the CEO's Office.

KEY COMPETENCY SKILLS: Knowledge of the Local Government sector and applicable legislation • Sound Understanding of Windows and other systems related to the post • Willingness and readiness to work long hours and under pressure when necessary • Required to work in a team, Strong Supervisory skills and interpersonal skills • Good report skills • Communication skills

Closing date: 31st July 2019

Please note: Applicants must submit an Application letter, a comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license. Applications should be forwarded to the Corporate Services Department, Alfred Nzo Development Agency, Umzimvubu Goats Complex, Hospital Road or Private Bag X 511, Mount Ayliff, 4735.

If applicants receive no notification within one month from the closing date, please assume that your application was unsuccessful.

The agency reserves the right not to fill the position. **LATE, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED.** All enquiries should be directed to Ms. S.Jijana, HR Practitioner by telephone at (039) 492 0011 or jjianas@anda.org.za



MS. M.N. BAMBENI
CHIEF EXECUTIVE OFFICER