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Better District, Better Life and Growth for all.

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Alfred Nzo Development Agency SOC Ltd
Reg nr. 2008/099993/30

EXTERNAL RE-ADVERTISEMENT
VACANT POSITION
NOTICE NO. 13/2018/2019

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

EXECUTIVE MANAGER: CORPORATE SERVICES AND ADMINISTRATION
FIVE YEAR FIXED TERM CONTRACT
SALARY NEGOTIABLE BASED ON EXPERTISE

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

JOB PURPOSE: As an Executive Manager of ANDA, the Executive Manager: Corporate Services will assume Executive level accountability for providing strategic support to all the business units of the organization in terms of Human Resources and labour relations, general administration, information technology, stakeholder management, legal services, communications, marketing and branding, facilities and knowledge management.

KEY REQUIREMENTS:

- Grade 12/ Matric Certificate
- A recognized Bachelor's Degree in Public Administration / Management Sciences / Law/ Human Resource Management or equivalent.
- A postgraduate qualification will be and added advantage.
- Certificate Programme in Management Development.
- Municipal Finance Management Programme.
- A minimum of Five years proven experience in a Senior and Middle Management level, of which at least (2) years must be at Senior Management level and (03) years in the middle management level in local government and in a multidisciplinary environment.
- Have proven successful management experience in Administration.
- Sound understanding of administration systems and principles.
- Competency in the use of computers especially in Excel, Power Point, Outlook, Internet.
- A valid driver's license.
- Ability to communicate and negotiable at all levels of government and with all relevant stakeholders.
- Ability to prove strategic, visionary and innovative leadership.
- Must be registered or be in a process of registration with a professional body.
- Extensive knowledge of Performance Management Systems in a local government environment.
- Computer literacy covering all applications.

PREFERRED REQUIREMENTS: A recognized Bachelor's Degree in Public Administration / Management Sciences / Human Resource Management/ Law or equivalent • A postgraduate qualification will be an added advantage • Certificate Programme in Management Development • Municipal Finance Management Programme • A minimum of Five years' experience in Senior and Middle Management level in a multidisciplinary environment

KEY PERFORMANCE AREAS:

Overall management of the Corporate Services business unit • Policy formulation, Strategy development, Corporate Governance promotion • Provide strategic support to the organization in terms of Human Resources and Labour relations, general administration, information technology, stakeholder management, legal services, communications, marketing and branding, facilities and knowledge management • Support the development of high performance quality systems • Understand and mitigate key elements of the company's risk profile. Knowledge of the Local Government sector, policies and applicable legislation • Knowledge and understanding of institutional governance systems and performance management • Knowledge of Corporate support services including : Human Capital management, Legal services, ICT management and Council support • Knowledge of Supply Chain Management Regulations and Preferential Procurement Policy Framework Act No. 05 of 2000 • Good Governance • Knowledge of coordination and oversight of all specialized support functions • Strategic direction and leadership • People management • Programme and project management • Financial management • Change leadership • Governance leadership.

NB: The Agency is an equal opportunity and Affirmative Action employer. The provisions of the Employment Equity Act will be taken into consideration in filling the advertised posts. It is our intention to promote representativeness in respect of race, gender, and disability. In support of these strategies, special groups should indicate their categories on the application letter. Applicants must indicate the media where the advert was seen.

KEY COMPETENCY SKILLS:

Knowledge of municipal applicable legislations • Reasonable understanding of link between IDP and Corporate Plan • Budgeting and Annual Performance Plan context in Municipal Context • Extensive knowledge of MFMA, applicable Municipal Legislation and Companies Act • Strong Supervisory skills and interpersonal skills • Good report skills • Communication skills

Closing date: 21st June 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.

HAND DELIVERY- Alfred Nzo Development Agency, Hospital Road, Mount Ayliff 4735. Appointment will be subject to appropriate security clearance, 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.

Applicants who previously applied for this position are encouraged to re-apply.

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, Corporate Services Department: HR Practitioner by telephone at (039) 492 0011 or jijanas@anda.org.za / sinazojijana2@gmail.com

MS M.N BAMBENI
ACTING CHIEF EXECUTIVE OFFICER