

Physical Address
Umzimvubu Goals
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.anda.org.za



Alfred Nzo Development Agency SOC Ltd
Reg no: 2005/000903/20

EXTERNAL ADVERTISEMENT
VACANT POSITION
NOTICE NO. 02/2019/2020

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

1. **CORPORATE SERVICES DEPARTMENT**

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

KEY REQUIREMENTS: Grade 12 • A recognised Three-year Degree/Diploma/National Diploma in Office Management and Technology/Public Management/ Public or Equivalent Qualification Relevant to the field • Minimum of 2 to 3 years' experience in Office Administration • 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 interpersonal skills. • Willingness and readiness to work long hours and under pressure when necessary.

KEY PERFORMANCE AREAS: Provide overall business support • Performs admin activities associated with preparations of documents for the meetings (e.g. invitations, attendance registers, and Agenda for the meetings) • Co-ordinates and performs specific tasks/activities associated with the provision of Administration and Secretariat support in order to ensure adequate is made available to enable the accomplishment of the specific administration reporting deadlines • Taking minutes for departmental meetings • Filling of documents • Provide strategic support to the organisation in terms of general development of high performance • Responsible for the arrangement of accommodation and transport for all staff members of the department.

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 interpersonal skills • Good report writing skills • Communication skills • Knowledge of Corporate support services including, Human Resource Management and Human Resource Development • Knowledge of coordination and oversight of all specialized support function • Financial Management • Change Management.

2.

CORPORATE SERVICES DEPARTMENT

**ICT OFFICER
FIVE YEAR FIXED TERM CONTRACT
ALL INCLUSIVE TOTAL REMUNERATION PACKAGE: R359 321.00**

MINIMUM REQUIREMENTS: Grade 12 • A recognised Three-year Degree/Diploma/National Diploma in Information Technology or Equivalent Qualification Relevant to the field • Minimum 2-3year relevant experience • Experience in information technology function • Good Understanding of Local Government Legislation • Strong analytical skill and attention to details • Personal Credibility and professionalism • Good Verbal and written communication skills • A valid Driver's Licence will be an added advantage.

KEY PERFORMANCE AREAS: Act as promoting technical support to end-user and Service providers in order to maintain and access the server and ensuring optimum and uninterrupted functionality of operating and applications within the ANDA'S departments. • Formulates the ANDA'S services agreement with service providers to assists I backup to information systems • Coordinating specific sequences associated with troubleshooting and problem-solving application problems and installing new software or hardware • Provide support associated with the capability of application software, connectivity and or functionality of operating software and hardware devices • Analyses and provides recommendation pertaining to the information systems hardware or software and capacitates end-user on specific application • Ensure that emerging contract are compliant • Performs specific administrative activities associated with the functionality by: Checking that data is relevant and updated • Updating assets det ails of computer equipment and accessories located within the division • Maintain records of license permitting the use of specific software • Interacting with the buyer and or communicating with external suppliers to provide costs or quotations for new equipment or software and submitting to the immediate supervisor for approval • In order to ensure instruction are complied with and administrative records maintained in accordance with department guidelines.

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 interpersonal skills • Good report skills • Communication skills

2.

FINANCE DEPARTMENT

**TRAVEL OFFICER
FIVE YEAR FIXED TERM CONTRACT
ALL INCLUSIVE TOTAL REMUNERATION PACKAGE: R359 321.00**

MINIMUM REQUIREMENTS: Grade 12 • A Three-year Degree/ Diploma/National Diploma in Finance/ Supply Chain Management/ Travel and Tourism • Galelio certificate will be an added advantage • Minimum of 2-3year experience in Procurement/Providing travel arrangements/Providing functions as a travel consultant • Good Understand of Local

MRB

Government Legislation • Strong analytical skills and attention to details • A valid Driver's Licence will be an added advantage.

KEY PERFORMANCE AREAS: Receive memo specification from department and requests quotes hotel, travel agencies and car hire companies • Assists departments with flights until payments has gone through • Ensure that accommodation is paid and email proof of payment • Print orders and filling of orders • Follows up on orders issued for car hire • Receives invoices, Prepares GRV's and prepares paperwork for payments • Prepare travel and accommodation monthly report per department • Perform any delegated functions from the manager SCM • Candidate will also be expected to provide a lead role in the process of establishing as travel agency on behalf of ANDA.

KEY COMPETENCY SKILLS: Knowledge of the Local Government sector and applicable legislation • Knowledge of Financial System • Good report writing skills.

Closing date: 16th October 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