

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.anda.org.za



Alfred Nzo Development Agency SOC Ltd
Reg nr: 2008/009093/30

EXTERNAL ADVERT
VACANT POSITIONS
NOTICE NO 06/2015/2016

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

1. CORPORATE SERVICES

**ADMINISTRATION SUPPORT OFFICER
THREE YEAR FIXED TERM CONTRACT**

ALL INCLUSIVE TOTAL REMUNERATION PACKAGE: R 334 879, 49(ALL INCLUSIVE)

KEY REQUIREMENTS: Grade 12 • A recognised National Diploma in Office Management and Technology, Public Management, Public Administration or relevant qualification • Competency in the use of computers especially in Excel, Word, Power Point, Outlook, internet and Publisher. • A minimum of 2-3 years' experience in office administration • Have proven successful experience in Administration • Sound understanding of administration systems and principles • A valid driver's licence.

KEY PERFORMANCE AREAS: To provide admin support to the office of the CEO • To provide overall business support • Performs admin activities associated with preparation of documents for the meetings (e.g. Invitations, Attendance Register, and AGENDA for the meetings) • Co-ordinates and performs specific tasks/activities associated with the provision of Administrative and Secretariat support in order to ensure adequate support is made available to enable the accomplishment of specific administrative reporting deadlines • Taking minutes for Departmental meetings • Filling of documents • Provide strategic support to the organization in terms of general administration, stakeholder management and knowledge management • Support the 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 • Planning and organizing skills • Administrative skills • Good Communication Skills • Willingness and readiness to work long hours and under pressure. Knowledge and understanding of institutional governance systems and performance management • Knowledge of Corporate support services including, Human Resource Support, Financial Support ICT management and Board 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 • People management • Programme and project management • Financial management • Change Management

Closing date: 31 March 2016

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.anda.org.za



Alfred Nzo Development Agency SOC Ltd
Reg nr: 2008/009093/30

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 post. 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. Correspondence will only be with the shortlisted candidates within the period of 30 days from the closing date.

The agency reserves the right not to continue with the interviews and appointment if it feels that no suitable candidate can be found. Appointment is subject to appropriate security clearance, assessment as well as reference and qualification checks for all positions. Applicants must submit a covering letter and a comprehensive Curriculum Vita with exposition of their experience, competencies, and certified copies of qualifications, identity document and driver's license.

Applications to be posted, preferable by registered mail to: **Chief Executive Officer, Alfred Nzo Development Agency, P/Bag X 511 Mount Ayliff 4735 HAND DELIVERY** - The Alfred Nzo Development Agency, Umzimvubu Goats, Complex, Hospital Road, 4735, Mount Ayliff

LATE, FAXED AND E-MAILED APPLICATIONS WILL NOT BE ACCEPTED

All enquiries should be directed to Human Resource Office by telephone at (039) 4920011.

INGONYAMA MADZIKANE II T. DIKO
CHIEF EXECUTIVE OFFICER