

**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**

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*Better District, Better Life and Growth for all.*

[www.anda.org.za](http://www.anda.org.za)



Alfred Nzo Development Agency SOC Ltd  
Reg nr: 2008/00993/30

## **EXTERNAL ADVERTISEMENT**

### **VACANT POSITION**

### **NOTICE NO. 01/2022/2023**

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

**OFFICE OF THE CEO**

#### **PROGRAMME SUPPORT OFFICER**

#### **FIVE YEAR FIXED TERM CONTRACT**

**ALL INCLUSIVE TOTAL REMUNERATION PACKAGE: R400 775**

**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/Town Planning/Local Economic Development/Small Business Development 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 • Competency in the use of computers especially in Word, Excel, PowerPoint, Emails and Internet. • Required to work in a team.

**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. • Consults with ANDM Risk management unit and assists ANDA management of business units and support units during their assessment of risk and formulation of risk responses and consolidate. Assist in executing of internal audit, governance and risk related assignments of the Agency. • Communicating with the immediate superior (CEO) on specific Key Performance Areas (communication, relationship management, strategic events, and special programmes) with a view to aligning functions and objectives. • Keeping abreast with trends, theories and practices underlying rural and landscape architectural designs with sustainability and environmental protection as core focus areas • Determining legal action and strategies associated with non-compliance/transgressions associated to relevant legislation, e.g., National Building Regulations, Town Planning Schemes, etc; • Administer and monitor litigations. • Managing the CEO's Diary.

**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: 22<sup>nd</sup> December 2022, at 10:00AM**

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](mailto:jjianas@anda.org.za)



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**MR. N.R. XOLO**  
**ACTING CHIEF EXECUTIVE OFFICER**