

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: 2008/00093/00

EXTERNAL ADVERTISEMENT
VACANCIES
NOTICE NO 01/2023/2024

Alfred Nzo Development Agency (ANDA) is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

People with physical disabilities are encouraged to apply



Suitably qualified persons are hereby invited to apply for the following vacancies

DIRECTORATE: PROGRAMMES

**SMME OFFICER
PERMANENT
TASK GRADE 12**

ANNUAL BASIC SALARY: R 341 635.00 – R 443 458.00 PLUS BENEFITS

KEY REQUIREMENTS:

Grade 12/ Matric Certificate • A relevant National Diploma qualification in SMME/ Economic and Management Science /Public Management or any related equivalent to NQF Level 6 • A Minimum of 4 years relevant work experience to the development of SMME/ Business Administration/ Business support services/ Local Economic Development environment • Understanding of application, procedure and policy directives and is required to demonstrate good interactives and communication capabilities to disseminate information and or advise • Cooperatives and LED Environment and agriculture Business • Must have a sound Financial management experience strategic leadership quality, with strong mediation, negotiation and arbitration skill • Good understanding of local government legislation • A valid driver's license.

KEY PERFORMANCE AREAS:

Controls the critical key performance areas of the functionality and provides input into the broader Local Economic Development objectives • Controls the key performance

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indicator's and outcomes of personnel • Identifies with key dimensions and opportunities with regards to Local Economic Development • Coordinates and executes specific project/ programme requirements and monitors application and outcomes • Attends to the administrative recording, reporting and recordkeeping requirements/ procedures.

DIRECTORATE: TRADE AND INVESTMENT PROMOTION

TRADE AND INVESTMENT COORDINATOR PERMANENT TASK GRADE 12

ANNUAL BASIC SALARY: R 341 635.00 – R 443 458.00 PLUS BENEFITS

KEY REQUIREMENTS:

Grade 12/ Matric Certificate • A relevant National Diploma qualification in Business Management/ Administration/ Town and Regional Planning/Marketing or relevant qualification equivalent to NQF Level 6 • A Minimum of 4 years relevant experience in Marketing, Investment and Trade facilitation, Town planning, business environment with a solid background knowledge of business management and investment processes and a strong network of professional contacts. • Excellent communicator with proven marketing and/or business development experience. • A self-starter with the ability to work independently. • Must have a sound Financial management experience strategic leadership quality, with strong mediation, negotiation and arbitration skill • Good understanding of local government legislation • A valid driver's license.

KEY PERFORMANCE AREAS:

In collaboration with the Programmes Department, identify potential investors within the Alfred Nzo District targeted sectors and subsectors; • Contact investors and make individual and group presentations on investment opportunities within Alfred Nzo District targeted sectors and subsectors; • Coordinate investment conferences/ summits and road shows with investors for Alfred Nzo or in joint promotion activities with other parties; • Introduce interested investors to the Alfred Nzo Development Agency where need be, Alfred Nzo District Municipality to arrange district visits and tours; • Pursue and follow-up with investors to facilitate their investment, while

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identifying and resolving any outstanding issues for the investors, in collaboration with the Programmes Department and other ANDA stakeholders.

DIRECTORATE: FINANCE AND ADMINISTRATION

ACCOUNTANT: BUDGET, EXPENDITURE AND REPORTING PERMANENT

TASK GRADE 10

ANNUAL BASIC SALARY: R 245 099.00 – R 318 178.00 PLUS BENEFITS

KEY REQUIREMENTS:

Grade 12/Matric Certificate • A recognised National Diploma in Finance Management, Financial Accounting, Accounting, Auditing, Cost Management Accounting, Municipal Finance, Financial Information Systems, Financial Management and or relevant qualification equivalent to NQF Level 6 • A minimum of 3 years relevant work experience in Budget and Reporting, Municipal Finance • Good understand of Local Government • Knowledge in Municipal Finance Management Act • Good excel skills • Strong analytic skills and attention to details • Personal credibility and Professionalism

KEY PERFORMANCE AREAS:

Develop and maintain municipal budget in line with the available funds • Drafting the budget process plan for the preparation of budget with clear timelines • Capture the budget on the system and generate budget string (report) from the system • Submit the approved budget as prescribed by the MFMA • Confirming that expenditure is properly managed to keep it in line with the budget • Monitoring the conditional grants received by the agency • Developing entity's draft adjustment budget in line with MFMA • Developing credible reports on the implementation of the approved budget to monitor financial performance of the agency • Storage and proper filing of budget related information and relevant report.

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DIRECTORATE: FINANCE AND ADMINISTRATION

SUPPLY CHAIN MANAGEMENT PRACTITIONER PERMANENT TASK GRADE 6

ANNUAL BASIC SALARY: R 149 729.00 - R 196 458.00 PLUS BENEFITS

KEY REQUIREMENTS:

Grade 12/Matric Certificate • A recognised National Diploma in Supply Chain Management, Accounting, Finance Management, Public Finance or a relevant qualification equivalent to NQF Level 6 • A minimum 2-3 years' experience Procurement and Supply Chain • Knowledge of MFMA, Computer literacy skills, time management • A valid driver's licence • Good Communication Skills and must be fluent in English • Must be willing to work under pressure • Knowledge of the Local Government sector and applicable legislation • Competency in the use of computer especially in Excel, Word, Emails and internet • Required to work in a team, strong interpersonal skill.

KEY PERFORMANCE AREAS:

Communicating/ interacting with personnel across various Departments in respect of specific requirements and priorities. • Receiving and verifying information recorded on requisition forms (vote numbers, specifications, etc), processing information onto the system and allocating order numbers. • Drafting of tender notices and/ or formulation of contracts in respect of procuring and appointing vendor's/ service providers for the delivery of specific services (building and facilities maintenance, office equipment support, etc.) • Interacting with supplier representative and resolving aspects pertaining to tenders/quotes received, e.g. supporting documentation, owners of business, etc.

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Reg nr 2006/009092/20

DIRECTORATE: FINANCE AND ADMINISTRATION

HR PRACTITIONER

PERMANENT

TASK GRADE 11

ANNUAL BASIC SALARY: R 289 366.00 - R 375 611.00 PLUS BENEFITS

KEY REQUIREMENTS:

Grade 12/ Matric Certificate • National Diploma in Human Resource Management/ Public Administration/Public Management or any related equivalent to NQF Level 6 • A minimum of 4 years relevant work experience in HR Administration • HRD • Recruitment • HR Policy Development • Must have sound of knowledge in financial management • Good Planning and Organising • Attention to details • Reporting and Record Keeping • Competency in use of computer especially in Micro-soft Word • Excel • Power point • Outlook • Internet • Emails • Knowledge in Payroll • Knowledge of Sage VIP system will be an added advantage.

KEY PERFORMANCE AREAS:

Coordinate Recruitment and Selection Processes • Conduct an analysis of employment practices, procedures and working environment to identify employment barriers • Coordinate of Training and Development • Coordinate the Annual training needs assessments • Administer monthly payroll and all related forms submitted from departments • Attend to staff queries regarding the payroll administration • Provide Benefits Administration Support • Provide Labour Relations Support • Monitor the appointment of Safety Committee and Safety officer that will inspect all workplaces at regular intervals in order to ensure compliance with the OHAS-Act. • Develop Occupational Health and Safety Standards which shall be based on the 5-star standards as developed by the National Occupational Safety Association (NOSA)

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Closing date: Wednesday, 21 JULY 2023 @ 16:30

Please note: Applicants must submit 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.** Appointment will be subject to appropriate reference and qualification checks. 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. Alfred Nzo Development Agency is an equal opportunity and affirmative action employer and people from designated groups.

LATE, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED. All enquiries should be directed to Ms.O. Sompaa, HR Practitioner by telephone at (039) 492 0011 or sompao@anda.org.za

MR N.R XOLO

ACTING CHIEF EXECUTIVE OFFICER