

EXTERNAL ADVERTISEMENT
VACANT POSITION
NOTICE NO. 08/2025/2026

Alfred Nzo Development Agency 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.*



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

1. FINANCE AND ADMINISTRATION DEPARTMENT

SCM PRACTITIONER
PERMANENT
TASK GRADE: 10

ANNUAL BASIC SALARY: 274 009, 00 PLUS BENEFITS

THE INCUMBENT WILL BE REPORTING TO THE MANAGER SUPPLY CHAIN MANAGER.

KEY REQUIREMENTS:

Grade 12 Certificate • A recognised National Diploma in Finance, Supply Chain Management, Accounting, Finance Management, Public Finance or a relevant qualification equivalent to NQF Level 6 • A minimum of 2-3 years working experience performing Supply Chain Duties • Knowledge of MFMA, Computer literacy skills, time management • Code EB driving 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, internet and power point. 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 in to 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.

2. OFFICE OF THE CEO

**INTERN: INTERNAL AUDIT AND RISK MANAGEMENT
(X1) TWO (2) YEAR FIXED TERM CONTRACT**

STIPEND: R 60 000 PER ANNUM

KEY REQUIREMENTS: MINIMUM REQUIREMENT: - Grade 12 • National Diploma in Internal Auditing/Financial accounting/Risk Management or financial manager background.

KEY PERFORMANCE AREAS: Assist in Internal Audit processes • Assist in addressing risk mitigating strategies and Audit findings • Liaise with District Internal Audit and Risk Management functions • Provide administration support to Risk management and Internal Audit.

3. FINANCE AND ADMINISTRATION

INTERN: INFORMATION COMMUNICATION AND TECHNOLOGY(X1)

TWO (2) YEAR FIXED TERM CONTRACT

STIPEND: R 60 000 PER ANNUM

KEY REQUIREMENTS: MINIMUM REQUIREMENTS: - Grade 12 • Three (03) year Degree/National Diploma Information Technology or equivalent qualification • Communication Skills • A person with a sense of urgency • Must be a quick learner able to handle pressure and be a team builder.

KEY PERFORMANCE AREAS: - Assist and support all end-users • attend to departmental queries • Assist in handling IT technical Problems • Assist in network, internet and telephone management.

Closing date: 21 July 2025

Please note: Applicants must submit an application letter, comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license. **Applications should be submitted via email at erecruitment@anda.org.za**

NO HAND DELIVERED APPLICATION WILL BE ACCEPTED- 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. **LATE AND FAXED APPLICATIONS WILL NOT BE ACCEPTED.** All enquiries should be directed to Ms. N. Gixane, by telephone at (039) 492 0011/078 803 7511 or gixanen@anda.org.za



LUMKO MTIMDE
CHIEF EXECUTIVE OFFICER