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Better District, Better Life and Growth for all.

www.anda.org.za

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



EXTERNAL ADVERTISEMENT

VACANT POSITION

NOTICE NO. 02/2025/2026

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

MANAGER: HUMAN RESOURCES MANAGEMENT

PERMANENT

TASK GRADE: 16

ANNUAL BASIC SALARY: R 659 944, 00- R 865 904, 00 PLUS BENEFITS

**STATIONED PLACE: ALFRED NZO DEVELOPMENT AGENCY
(EMAXESIBENI)**

KEY REQUIREMENTS:

Grade 12/ Matric Certificate • Three year National Diploma in Human Resource Management/ Public Administration- NQF Level 06 or related field • Membership to relevant professional body for Human Resources Practitioners will be added an advantage • Ability to interpret labour legislations • A minimum of 5 years or more relevant experience covering a board range of human resources functions of which 3 years at supervisory level • A valid driver's licence and computer literacy- Office Application.

KEY PERFORMANCE AREAS:

Provisioning of strategic Human Resources Services to the Agency • Managing the development and implementation of HR Policies, procedures and processes and collective Agreements in Sector • Managing the agency skills, development programs through the development and implementation of WSP • Managing and monitoring the effective administration of conditions of services for employees • Development and implementation of structured Wellness Programs • Managing implementation and coordination of IPMS and Job evaluation • Managing and promotion of sound employer and employee relations.

2. PROGRAMMES

PROJECT COORDINATOR

PERMANENT

TASK GRADE 12

ANNUAL BASIC SALARY: R 381 931 PLUS BENEFITS

KEY REQUIREMENTS: MINIMUM REQUIREMENTS: - Grade 12 • A relevant National Diploma in SMME/Economic and Management Science/ Public Management or any related equivalent to NQF level 6 • A Minimum of 3 years relevant work experience to the development of 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 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 indicators and outcome of personnel • Identifies the 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 record keeping requirements/ procedures

Closing date: 1st of October 2025

Please note: Applicants must submit application letter, comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license. All **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 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 the telephone at (039) 492 0011/ 078 803 7511 or gixanen@anda.org.za



LUMKO MTIMDE
CHIEF EXECUTIVE OFFICER