



ALFRED NZO

DISTRICT MUNICIPALITY

EXTERNAL ADVERTISEMENT VACANT POSITION

NOTICE NO 06/2026/2027

Alfred Nzo District Municipality 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.***



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

1. COPORATE SERVICES DEPARTMENT – HRM&OD

ASSISTANT MANAGER ORGANIZATIONAL DEVELOPMENT AND TALENT MANAGEMENT

TASK GRADE: 15

ANNUAL BASIC SALARY R613 991.00 PLUS BENEFITS

**STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES
(EMAXESIBENI)**

ESSENTIAL REQUIREMENTS: Grade 12 or Matric • National Diploma Human Resources Management /Organizational Development/ Public Management/ any relevant qualification • Certificate in ODETDP will be added advantage • Local Government working experience, at least 5 years as a OD specialist/ Partner or as an HR with an OD and Performance development/Talent Management focus, with 03 years supervisory experience • Professional registered in any of the Professional Bodies in the field • Valid Driver's License.

KEY PERFORMANCE AREAS: Build, design and deliver OD strategies, initiatives, processes, programs, and action plans such as Managerial Development, Key Talent, Performance Management, culture building, Feedback process and OKRs methodology implementation, which foster a high-vision & values • Managing the development of job descriptions/profiles • Conducting and implement work study investigation • Coordinating and implement change management • Analysing the organisation's investment in its human capital strategy and preparing and consolidating estimate of requirements to support continuous improvement and personnel development for inclusion into the Organizational Design Budget.

2. MUNICIPAL MANAGER'S OFFICE – MAYORAL AFFAIRS

ASSISTANT MANAGER: CREATIVE ARTS, HERITAGE AND MUSEUMS
TASK GRADE: 14

ANNUAL BASIC SALARY R532 521.00 PLUS BENEFITS

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES
(EMAXESIBENI)

ESSENTIAL REQUIREMENTS: Grade 12 • National Diploma/ Degree qualification in Management Studies/ Social Sciences • At least eight (8) years' relevant experience, of which (02) years must be at supervisory level within Sport Recreation, Arts and Culture, Heritage and Museums in local government environment • Certificate in Events Safety Management will be an added advantage • Code EB Driver's License • Computer literacy: Microsoft Office

KEY PERFORMANCE AREAS: Supervise all activities performed by Creative Arts, Heritage and Museum Coordinators. Monitor their daily activities in the implementation of programmers. • Coordinating and monitoring the effectiveness of policies and procedures associated to programs of Creative Arts and Heritage Development & museums; Arts and traditional leaders Programs through the interaction and involvement of relevant role players.

