

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



Alfred Ndo Development Agency SOC LM  
Reg nr 2008/000093/30

**EXTERNAL ADVERTISEMENT**  
**VACANT POSITION**  
**NOTICE NO. 04/2023/2024**

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

**CEO's OFFICE**

**CHIEF EXECUTIVE OFFICER (CEO)**  
**FIVE YEAR FIXED TERM CONTRACT**  
**ALL INCLUSIVE TOTAL REMUNERATION PACKAGE: R1 116 109 – R1 449 660**

**THE INCUMBENT WILL BE REPORTING TO THE BOARD CHAIRPERSON STATIONED  
PLACE: MOUNT AYLIFF**

**JOB PURPOSE:** The incumbent shall be responsible for leading strategy formulation of the organisation, and oversee the implementation of the Agency's long and short-term plans in accordance with its strategy. Accountable to the Board, the role will entail spearheading the Agency's operations to ensure sustainable, efficient, quality and strong service orientations; facilitating economic development through development and implementation of economic, trade and investment strategies and programmes for the District; overseeing the development of annual budget for approval by the Board and Shareholder; facilitating the development and implementation of financial management systems, procedures in terms of MFMA and other relevant legislation; ensuring reporting on organizational performance to the Board and stakeholders.

**REQUIREMENTS:**

- Postgraduate qualification in Commerce/Law/Business Administration/ Strategy or Development Studies.
- Certificate in Municipal Finance Management or Certificate Programme in Municipal Development (CPMD) in line with Minimum regulations on competency level of 2007 **will be an added advantage or if not in possession, will be required to obtain the certificate within a period of 18 months after being appointed.**
- A minimum of 5 years work experience at Senior or Executive Management Level in driving economic development, growth management and/or investment attraction and retention programmes.
- Have a proven successful Institutional transformation within Public and Private Sector.
- Demonstrate knowledge of MFMA, MSA, Treasury Regulations and application of Companies Act.
- Work experience in a municipal entity **will be an added advantage.**
- Demonstrate experience and knowledge in project conceptualization and resourcing including funding structuring and investment facilitation.

- A valid driver's license.

#### **KEY PERFORMANCE AREAS**

- Strategic Planning and Management
- Operational performance management and monitoring
- Forge and maintain strategic relationships
- Budget Planning and Management
- Build and manage a team of professionals to achieve the strategic objectives

#### **KEY COMPETENCY SKILLS:**

- Knowledge of the Local Government sector, policies and applicable legislation.
- Knowledge and understanding of institutional governance systems and performance management.
- Knowledge of Supply Chain Management Regulations and Preferential Procurement Policy Framework Act No. 05 of 2000
- Knowledge, information management and Communication.
- Knowledge of coordination and oversight of all specialized support functions.
- Strategic direction and leadership.
- People management.
- Programme and project management.
- Change leadership.
- Strong and Governance leadership.
- Must complete Minimum Competency requirements (MFMA)

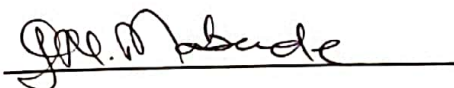
**Closing date: Thursday, 13<sup>th</sup> June 2024 (end of business day/16:30)**

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 Driver's license. Applications should be forwarded to Private Bag X511, Ntsizwa Street, Mount Ayliff, 4735

**HAND DELIVERY** – The HR Office, Alfred Nzo Development Agency, Umzimvubu Goats Complex, Hospital Road, Mount Ayliff, 4735. Appointment will be subject to appropriate security clearance, a competency as well as 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, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED.** All enquiries should be directed to HR Office, Ms S. Jijana by telephone at (039) 492 0011 or [ijianas@anda.org.za](mailto:ijianas@anda.org.za) and Company Secretary (CS) Mr. N. Gentse at [gentsen@anda.org.za](mailto:gentsen@anda.org.za)



**MS N MABUDE**

**CHAIRPERSON: BOARD OF DIRECTORS**