



**SEKHUKHUNE**  
District Municipality

Private Bag X8611 Groblersdal 0470, 3 West Street Groblersdal 0470  
Tel : (013) 262 7300, Fax: (013) 262 3688  
E-Mail : sekinfo@sekhukhune.co.za

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**DEPARTMENT:** Infrastructure and Water Services

**POST:** General Worker (105)

**DURATION:** Permanent

**SALARY PACKAGE:** R70 800.00 per annum

**REQUIREMENTS:** Abet level 4 / Numeracy, read and write plus (6) months' experience in the field. The following technical and behavioural competencies are required: Knowledge of OHS Act of 1994 and safety regulations.

**KEY PERFORMANCE AREAS:** To operate diesel, petrol pumps or electrical systems at the borehole and maintenance of water schemes and sanitation. Ensure that the tools and equipment are safe. To clean buildings and surroundings in depots and regional offices. Any other instructions from the seniors in the work environment.

#### **Office of the Executive Mayor**

**POST:** Call Centre Operator (4)

**DURATION:** Permanent

**SALARY:** R159 455.79 per annum (Excluding benefits)

**REQUIREMENTS:** Grade 12, certificate in customer care/marketing or office admin or computer studies plus two (02) years' experience in call centre/customer care environment or office administration. Knowledge and understanding of local government legislations. The incumbent will also be expected to have a sound understanding of computer packages (MS Word, Excel, PowerPoint etc.), numerical and communication skills.

**KEY PERFORMANCE AREAS:** Respond to inbound calls and assist customers in their specific enquiries. Refer calls to relevant departments and persons. Give customers a reference number for each and every inbound call. Report queries to the control room. Write precise, clear unambiguous information on all customer queries. Any other duties assigned from time to time by seniors in the district.

**Enquiries: Mr S P Lekgoro (013 262 7300)**

**Sekhukhune District Municipality is an equal opportunity, affirmative action employer. It is our intention to promote representativity (in terms of race, gender and disability) in the District Municipality through the filling of these positions and candidates whose appointments will promote representativity will receive preference. Please forward your application letter with detailed CV and certified certificates to the Department of Corporate Services for the Attention: Ms Mary Maboea /Mr. Makgalemane Mapheto @ the following address: The Municipal Manager, Sekhukhune District Municipality, Private Bag X 8611, Groblersdal, 0470 Tel. (013) 262 7738/777475 or hand deliver @ Old Mutual building, Hereford Street, Groblersdal on or before 17 July 2015. PLEASE NOTE THAT FAXED AND E-MAILED CV'S ARE NOT ACCEPTABLE. Sekhukhune District Municipality reserves the right not to make an appointment. Correspondence will be limited to successful candidates only. If you do not receive any response from us within three months from the date of this advertisement, please accept that your application was unsuccessful. Canvassing for employment on the Council is strictly prohibited. Visit our website at [www.sekhukhune.gov.za](http://www.sekhukhune.gov.za)**