



**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](mailto:sekinfo@sekhukhune.co.za)

---

<b>DEPARTMENT</b>	<b>: Corporate Service</b>
<b>POST</b>	<b>: Director</b>
<b>DURATION</b>	<b>: Five (5) year Fixed term Employment Contract, not exceeding a period ending one year after the election of the next council of the municipality</b>
<b>SALARY</b>	<b>: R972, 648, 00 (Minimum) R1,108,275 (Midpoint). R1, 257,894 (Maximum)</b>

**WORKSTATION:** Groblersdal. There will be a need for signing of an employment contract, a performance agreement and disclosure of financial interests. The employee will be subjected to undergo security vetting; competency assessment and screening for reference checks in respect of validity of qualifications, whether the candidate has been dismissed previously for misconduct or poor performance by another employer or candidate's current employer. The appointment will be done in terms of the Local Government: Municipal Systems Act, 32 of 2000 as amended and regulations on employment and conditions of service for Senior Managers.

**REQUIREMENTS:** At least a Bachelor degree or a relevant qualification at NQF level 7 in Social Sciences / Public Administration / Management sciences / Law, or equivalent plus five (5) years relevant experience at a middle management level .The NQF Level 8 in Social Sciences / Public Administration / Management sciences / Law and qualification prescribed by the Minimum Competency Regulations (CPMD/MFMP) will be an added advantage. Have proven successful institutional transformation within public sector or private sector. The incumbent will also be expected to have a sound understanding of computer packages (MS Word, MS Excel & MS Power Point) and valid motor vehicle driver's license. Good interpersonal relations and effective communications skills are recommended.

**KNOWLEDGE:** Good knowledge and understanding of relevant policies and legislation; Good knowledge and understanding of institutional governance systems and performance management system; Good knowledge of Corporate Support Services, including: Human Capital management and development, good governance; Labour Relations; Facilities management, information and communication technology; and Council support; good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, Act 2000 (Act No. 5 of 2000) and other labour related prescripts.

**KEY PERFORMANCE AREAS:** Assume overall responsibility over management and administration of the department, which is responsible for the following functions: Provision of the administrative support and auxiliary services; Oversee all the facets of Human resources management which includes human resources acquisition and retention; provide effective information communication technology and provision of IT solutions; Organisational development; Training and Development; Labour Relations, Fleet management , Facilities management and Employee wellness; Responsible for the implementation of broader policies which includes human resource policies and adherence to regulations. Formulate capital and operating budgets for the Corporate Services department; provide strategic leadership, effective people management and motivation of the staff.

**Enquiries: Kabini Langa, Tel: (013) 262 7727**

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 this position and candidates whose appointment will promote representativity will receive preference. Women are encouraged to apply. **Please forward your application using a prescribed form for employment application with detailed CV, certified copies of educational certificates and ID to the Department of Corporate Services for the Attention: Ms Patience Senne/ Mr. Makgalemane Mapheto @ the following address: The Municipal Manager, Sekhukhune District Municipality, Private Bag X 8611, Groblersdal, 0470 Tel. (013) 262 7692/7423 or hand deliver @ Bareki Mall, near Pick 'n Pay, Groblersdal on or before 25<sup>th</sup> MARCH 2022. 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 to the Council is strictly prohibited. Visit our website at [www.sekhukhune.gov.za](http://www.sekhukhune.gov.za) (Application form for employment is available in the website).

**MUNICIPAL MANAGER: Ms. MJ NTSHUDISANE**