



**SEKHUKHUNE**  
District Municipality

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## **ADVERTISEMENT OF POSTS**

**POSITION: CHIEF OF STAFF: OFFICE OF EXECUTIVE MAYOR**

**DEPARTMENT: EXECUTIVE MAYOR'S OFFICE**

**TERM OF APPOINTMENT: CONTRACT LINKED TO TERM OF OFFICE OF EXECUTIVE MAYOR**

**SALARY: R1, 066, 646.99 PER ANNUM (ALL-INCLUSIVE PACKAGE)**

**PLACE OF WORK: GROBLERSDAL**

**QUALIFICATIONS:** Bachelor's Degree in Social Sciences / Public Administration / Legal / Political Science / Government Administration & Development Studies or equivalent\* **EXPERIENCE:** Six (6) years relevant experience of which three (3) years should be in middle management\* A valid motor vehicle driver's licence with applicable legal exceptions for persons with disabilities. **ADDED ADVANTAGE:** Honours Degree in Social Sciences / Public Administration / Legal / Political Science / Government Administration & Development Studies or equivalent\* Seven (7) years relevant experience of which four (4) years should be in middle management\* **KNOWLEDGE:** Knowledge of political environment and good governance\* Community and stakeholder engagements\* Risk management\* Sound understanding of computer packages (MS Word, MS Excel & MS PowerPoint). **SUMMARY OF CORE FUNCTIONS:** Provide strategic leadership and guidance to Office of Executive Mayor\* Improve and monitor effectiveness of the Executive Mayor's Office \* Provide political and administrative support to executing authority\* Provide strategic media liaison management\* Ensure that the vision of Executive Mayor's Office is incorporated within the Municipality's Integrated Development Plan. Ensure sound financial management of the office\* Lead the process of monitoring, evaluation and reporting on the

performance of the unit\* Analyse the impact of changes in the external and internal environment that could affect area of responsibility\* Analyse MFMA and statutory reports and provide advice to the Executive Mayor and relevant authorities with appropriate management responses\* Manage implementation of initiatives aimed at maintaining or improving governance\* Monitor, evaluate and report on compliance to relevant policies, procedures and codes of good practices\* Promote culture of good governance, transparency and accountability\* Effective human resources management of Executive Mayor's Office\* Work extended hours.

**POSITION: CHIEF AUDIT EXECUTIVE (RE-ADVERT)**

**DEPARTMENT: MUNICIPAL MANAGER'S OFFICE**

**TERM OF APPOINTMENT: PERMANENT**

**SALARY: R1, 066, 646.99 PER ANNUM (ALL-INCLUSIVE PACKAGE)**

**PLACE OF WORK: GROBLERSDAL**

**QUALIFICATIONS:** B degree in Internal Audit or equivalent qualification\* Grade 12.

**EXPERIENCE:** Five (5) years of experience at middle management level\* A valid motor vehicle driver's licence with applicable legal exceptions for persons with disabilities\* **ADDED ADVANTAGE:** Postgraduate qualification / CPMD (MFMP) / registration with the relevant professional body.

**KNOWLEDGE:** Good knowledge and interpretation of key and related local government Acts and Regulations (MSA, MFMA, etc.)\* Good knowledge and understanding of institutional governance systems and performance management systems\* Good knowledge of SCM regulations and Preferential Procurement Policy Framework Act 5 of 2000\* Sound understanding of computer packages (MS Word, MS Excel & MS PowerPoint)\* Must be independent\* Have financial management, knowledge and information management; negotiation and conflict resolution skills; people management; planning and organising competencies and skills\* Have risk management knowledge and display ethical integrity and professionalism at all times and time management\* Have Proven successful institutional transformation within public or private sector\*

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**SUMMARY OF CORE FUNCTIONS:** Assume overall responsibility of strategic direction and leadership of Internal Audit\* Coordinate and manage processes and procedures associated with the formulation of the Municipality's three year Internal Audit rolling plan\* Manage implementation of Annual Plans and provide advisory and consultation services on improvement of internal controls system\* Present Internal Audit reports to management as well as Audit Committee detailing performance against plans\* Engage with external stakeholders and professional bodies on Internal Audit procedures, applications and principles with a view to align audit processes in the municipality\* Provide strategic leadership, budget management and financial performance of the Internal Audit Unit\* Effective human resources management of internal audit unit\* Work extended hours.

**POSITION: MANAGER BUDGET (RE-ADVERT)**

**DEPARTMENT: BUDGET AND TREASURY OFFICE**

**TERM OF APPOINTMENT: PERMANENT**

**SALARY: R1, 025, 227.80 PER ANNUM (ALL-INCLUSIVE PACKAGE)**

**PLACE OF WORK: GROBLERSDAL**

**QUALIFICATIONS:** Bachelor's Degree in accounting / financial accounting / management accounting / financial management / commerce majoring in financial / management accounting (NQF level 7) or equivalent qualification\* Grade 12.

**EXPERIENCE:** Five (5) years' experience in accounting of which three (3) years should be in supervisory capacity\* A valid motor vehicle driver's licence with applicable legal exceptions for persons with disabilities.

**ADDED ADVANTAGE:** Honours Degree in accounting / financial accounting / management accounting / financial management / commerce majoring in financial / management accounting\* Six (6) years accounting experience of which four (4) years should be in supervisory capacity.

**KNOWLEDGE:** Knowledge of finance, accounting, budgeting, cost control principles including Generally Accepted Accounting Principles\* Knowledge of financial and accounting software applications\* Ability to analyse financial data\* Have numerical skills and Sound understanding of computer packages (MS Word, MS Excel & MS PowerPoint)\* Strong leadership skills, negotiation skills, analytical, proactive, communication skills, honesty and reliability, people management skills\* Flexibility and ability to work under pressure.



**SUMMARY OF CORE FUNCTIONS:** Manage development and control of the municipality's budget\* Manage budget processes to ensure that planning development is aligned to compliment Integrated Development Planning (IDP)\* Provide budget planning and strategic budget support to the municipality\* Ensure budget implementation and monitoring and adhere to relevant legislations and municipal policies\* Monitor utilisation of budget and provide sound financial management\* Coordinate original and adjustment budget for the institution\* Prepare templates for the budget preparations to other departments\* Review and advise on adjustment budget to support submission to Council for consideration\* Monitor implementation of the budget process plan\* Monitor and review the treasury management\* Submit budget reports and returns to internal and external stakeholders\* Review budget reforms (A- Schedule and B-Schedule) including supporting budget returns and submit to Treasuries\* Review variance report and submit to management\* Effective human resources management of budget unit\* Work extended hours.

**Enquiries:** Mr. Langa Kabini (Tel: 013 262 7727). Applicants who previously applied for re-advertised posts may re-apply if still interested. There will be a need for signing of an employment contract, performance agreement and disclosure of financial interests. Sekhukhune District Municipality is an equal opportunity, affirmative action employer. In the filling of these vacant posts, the objectives of s195(1)(i) of the Constitution of the Republic of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act 55 of 1998 as well as the relevant Human Resources prescripts of the municipality will be taken into consideration. It is our intention to promote representativity in terms of race, gender and disability. Applicants whose appointments will promote diversified representation will receive preference. In particular, women are encouraged to apply. The incumbents shall be subjected to signing of contract of employment, a performance agreement, disclosure of benefits and interests and where necessary undergo screening, security vetting and competency assessment. The appointment will be done in terms of the Local Government: Municipal Staff Regulations of 20 September 2021 read together with the Recruitment Selection and Appointment Policy of the municipality.

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Applicants for these posts must submit only fully completed official application form for employment available at municipality's offices or website ([www.sekhukhune.gov.za](http://www.sekhukhune.gov.za)) with their detailed curriculum vitae (CV), copies of academic qualifications, Identity Document (ID) as well as valid motor vehicle driver's licence (with applicable legal exceptions for persons with disabilities) to: **Mr. ND Matumane Acting Municipal Manager, Sekhukhune District Municipality, Private Bag X8611, Groblersdal, 0470, Attention: Mr. Langa Kabini, Tel: 013 262 7727 or hand deliver @ Bareki Mall, Sekhukhune District Municipality, 3 West Street, Groblersdal on or before 28 February 2023.** Certified copies of ID, qualifications, valid motor vehicle driver's licence and other attachments where necessary, shall only be submitted by shortlisted candidates to Human Resources on or before the date of interview.

Late, faxed, e-mailed or applications not made on the official application form shall not be considered. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Failure to submit all the required documents shall render the application invalid. 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 (3) months from the date of this advertisement, please accept that your application was unsuccessful. Canvassing Councillors or officials for the appointment is strictly prohibited and will automatically disqualify the applicant. Visit our website at ([www.sekhukhune.gov.za](http://www.sekhukhune.gov.za)).



**Acting Municipal Manager**  
**Matumane ND**

2023/01/27  
**Date**