

DEPARTMENT: CORPORATE SERVICES

POST :OD OFFICER
DURATION :PERMANENT
SALARY :R 481,012.21 (Excluding Benefits)
GRADE :05
STATION :Groblersdal

REQUIREMENTS: Grade 12 and National Diploma in Management Services/ Work study/Operations Management plus 2 years' experience in organisational development / work study. The following are technical and behavioural competencies required.HR policies, Local government legislation, Planning and organizing Research, facilitation skills, Work study investigations, OD interventions, report writing, good communication and good judgemental skills.

KEY PERFORMANCE AREAS: Conduct Organizational design. Ensure form design from users. Draft role profiling/ job descriptions and job evaluations. Develop and implement process and productivity improvement, Develop and review SOP's (standard operating procedures). Assess labour strengths through work study and other techniques. Keeps abreast of current developments and advise management. Review feasibility studies for departments, designs and plans new procedures, estimated duration and anticipated benefits.

DEPARTMENT :CORPORATE SERVICES
POST :HR OFFICER
DURATION :PERMANENT
SALARY :R481,012.21 (Excluding Benefits)
GRADE :05
STATIONS :GROBLERSDAL

REQUIREMENTS: Grade 12 and National Diploma in Human Resource Management, plus 2 years relevant experience • Municipal experience will be an added advantage; • Valid Code B driver's license; • Advanced Computer literacy (MS Office Package); • Ability to work under pressure • Good interpersonal and organizational skills; • Effective verbal and written communication skills in at least two of the three Provincial languages

KEY PERFORMANCE AREAS: Advise Management and staff on Recruitment and Selection processes and procedures • Execute the internal and external recruitment and selection processes including draft advertisement, initial screening, set up interviews, attend interviews and processes and process approved appointments • Co-ordinate personnel administration • Co-ordinate and conduct induction & exit process • Process inception salary and benefit documentation • Administrative duties for the entire recruitment & selection process as well as employment and benefit administration • Maintenance of personnel files and keeping of personnel statistics • Responsible for the training, advice and administration of employee benefits relating to Pension, long service.

DEPARTMENT : MUNICIPAL MANAGER'S OFFICE
POST : MPAC RESEARCHER
DURATION : CONTRACT (LINKED TO THE TERM OF OFFICE OF THE SPEAKER)
SALARY : R481,012.21 (Excluding Benefits)
GRADE : 05
STATIONS : Groblersdal

REQUIREMENTS: Grade 12 and National Diploma in Public Administration/ Management and research subjects will be an added advantage; plus 2 years relevant experience, driver's license; knowledge of Municipal Financial Management, Municipal operations and performance reporting requirements;

Microsoft Office applications; Good interpersonal relations and a high degree of ethics; Facilitation skills; communication skills; Analytical skills and report writing skills, Knowledge of local government legislation and constitution of the Republic; Experience in data analysis; Understanding of the Local Government Oversight Responsibilities.

KEY PERFORMANCE AREAS: Develop processes and procedures for MPAC operations Review and investigate all matters referred to the committee by other council committees Coordinate analyzing of financial and performance reports, including SDBIP, Annual Reports and financial statements and provide MPAC with reports on possible risks and irregularities Provide advice to MPAC on possible corrective measures, identifying unintended consequences and provide possible recommendations Guide, establish, facilitate, coordinate and maintain stakeholder relations , Perform administrative and human resources related activities

DEPARTMENT : INFRASTRUCTURE AND WATER SERVICES
POSITION : PROJECT MANAGER
DURATION : PERMANENT
SALARY : R481,012.21 (Excluding Benefits)
GRADE : 05
STATION : Groblersdal

REQUIREMENTS: Grade 12 and National Diploma in Civil Engineering plus 2 years relevant experience. The following are technical and behavioural competencies required: interpret the technical drawings, projects management, interpret operations and maintenance manual, legislation, computer literate and Report Writing. Negotiations skills, effective communication, people management and empowerment, Conflict resolution and problem solving

KEY PERFORMANCE AREAS: Maintain that projects comply with all applicable legislation, policies and conditions applicable to Municipal Infrastructure Grant (MIG). Project manages the labor-intensive projects in line with the EPWP framework and the related reporting requirements. Investigates alternative designs & layouts. Coordinates and evaluates tender documents and reports from consultants, which go to Council, estimates project budgets and cash flows, Supervises, inspects and implements consulting and construction phase of projects.

DEPARTMENT: PLANNING AND ECONOMIC DEVELOPMENT
POST : GIS OFFICER
DURATION : PERMANENT
SALARY : R 481,012.21 (EXCLUDING BENEFITS)
GRADE : 05
STATIONS : TO BE PLACED BY USER
DEPARTMENT

REQUIREMENTS: Grade 12 and B Degree or National Diploma in GIS with 3-5 years relevant experience in the GIS field. • 3 years applicable experience in a Data Administration environment through GIS Arc. • Experience in using the latest ArcGIS 10.2 OR 10.3 and understanding of the older versions • Good background in both Planning and environmental fields • Knowledge of and experience in Geographic Information System in a Municipal environment would be advantageous • Extensive knowledge of related Geographic Information Systems regulations/ guidelines and ESRI products • Preference will be given to candidates registered with PLATO as GIS Technician or Technician in Training and proof of registration must be submitted • Computer Literacy

in MS Word/ Excel/Access and operating systems • Valid Code B drivers licence • Ability to communicate proficiently in English and IsiZulu, both verbal and written • Report- writing and presentation skills

KEY PERFORMANCE AREAS: Perform tasks/ activities associated with the preparation, updating and processing of the data through capturing storing, manipulation and maintenance of data. • Prepare and present information using database procedures. • Apply tools to ensure the Geographic Information System provides comprehensive and complete Information supporting analysis, discussions, queries and decision-making processes. • Perform specific applications associated with the preparation, updating and processing data from hard copy to digital sources through GIS. • Perform specific applications associated with maintaining Geographic Information records and databases. • Attend to the production of Information in various forms (reports, maps) used in analysis, discussions and decision-making processes. • Perform specific GIS Clerical activities and provide general office support. • Maintain the IDP, SDF and environmental information for the Municipality. • Assist with the central plan printing, internal and external, as well as storage system of the municipal plans, as and when required. • Take care of the GIS soft and hardware systems accordingly. • Implement and maintain a GIS database for the municipality. • Support the municipal internal departments in terms of GIS requirements as well as knowledge of the linkage to the environmental elements related to planning. • Update the system when changes are affected by on the spatial dimensions of the municipality. • Provide GIS information for resource management, environmental impact assessment and planning. • Create and update detailed maps for the purpose of assisting in master planning and development processes

DEPARTMENT : INFRASTRUCTURE AND WATER SERVICES
POST : DEPOT SUPERVISOR (x4)
DURATION : PERMANENT
SALARY PACKAGE: R 299,055.63 per annum (Excluding benefits)
GRADE : 08
WORKSTATIONS: WITHIN SEKHUKHUNE DISTRICT

REQUIREMENTS: Grade 12 and National Diploma in Civil Engineering plus one to two (1-2) years of experience in the related field and as a supervisor. The following technical and behavioural competencies are required: Interpret the technical drawings. Project Management. Interpret Operations and Maintenance Manual. OHS Act. Legislation related to water and sanitation services environment. Local Government legislation. Computer Literate. Report Writing. Effective communication. People management and empowerment and Conflict resolution.

KEY PERFORMANCE AREAS: Construction, installation, and repair. Underground Water Management. Monitoring and controlling work procedures and performances. Ensure Preventative Maintenance and Staff Supervision.

DEPARTMENT: INFRASTRUCTURE AND WATER SERVICES

POST : ARTISAN PLUMBER (x10)

DURATION : PERMANENT

SALARY PACKAGE: R154 357.80 per annum
(Excluding benefits)

GRADE : 11

WORKSTATION: WITHIN SEKHUKHUNE DISTRICT

REQUIREMENTS: Grade 12 and N3 Certificate in Plumbing plus trade test and valid driver's license plus 2 years' relevant experience. The following technical and behavioural competencies are required: Analysis of construction drawings, OHS act of 1994, understanding of construction materials, writing and Communication Skills, listening skills and creative and innovative.

KEY PERFORMANCE AREAS: Installation of sewer, water pipelines, fittings and water meters by monitoring preparation of earth-works and laying of pipes, connecting fittings and water meters. Repair and maintenance of pipes by replacing the worn out bulk and reticulation network, identifying defects on bulk and reticulation network and taking corrective measures. Administrative functions include coordinating specific administrative and reporting requirements associated with the key performance and result indicators of the functionality.

DEPARTMENT : Infrastructure and Water Services

POST : Artisan Electrical (x4)

DURATION : Permanent

SALARY : R185,929.31 (Excluding Benefits)

GRADE : 11

WORKSTATION: WITHIN SEKHUKHUNE DISTRICT

REQUIREMENTS: Grade 12 and N3 in Electrical Trade Test and Driver's License. 1-2 years of relevant experience. The following technical and behavioural competencies are expected: knowledge of electrical applicable codes; understanding of plant Safety regulations; applicable codes; electrical techniques; Mathematics; methodical; maintenance competence; OHS act of 1994; operations analysis; technology design; fabrication skills; local government legislations; computer literacy; report writing; negotiations skills; customer relations; effective communication; people management and empowerment; complex problem solving; critical thinking; coordination and proactive.

KEY PERFORMANCE AREAS: Construction and installations by reading and interpreting work orders detailing layout and specifications; marking route for the running in and laying of cables and positioning of structures (poles) and providing guidance to personnel on specific activities, e.g. cleaning and tinning of conductors; binding and strapping; stripping of individual conductors; monitoring and attending to deviations in the construction and installations sequences of poles cross waves stays lines aerial transformers, switchgear, and transformers prior to permitting support personnel to enter and commence with maintenance activities in such premises; conducting visual inspections of supporting structures, lines and cables and evaluating the performance of step down transformers, switchgear and associated components; isolating, removing and replacing defective components and or attending to the stripping, cleaning and jointing of overhead and underground cables and lines with due consideration given to safety procedures in live environments.

DEPARTMENT : INFRASTRUCTURE AND WATER SERVICES

POST : ARTISAN AID (x7)

DURATION : PERMANENT

SALARY : R113,896.30 (Excluding Benefits)

GRADE : 14

WORKSTATION: WITHIN SEKHUKHUNE DISTRICT

REQUIREMENTS: Grade 12 and N3 in Artisan Aid and 12 months relevant experience in an operational environment. The following technical and behavioural competencies are expected: knowledge of the relevant plant/facility; attention to detail; customer – centric and responsive.

KEY PERFORMANCE AREAS: Artisan support by assisting Artisan with physical moving, storing and packing of goods or tools. Do routine maintenance by performing a variety of repair jobs that do not require the attention of an Artisan. Provide safety by ensuring safe environment and contribute to the improvement of a safe work environment.

DEPARTMENT: INFRASTRUCTURE AND WATER SERVICES

POST : ARTISAN WELDER (x2)

DURATION : PERMANENT

SALARY : R185,929.31 (EXCLUDING BENEFITS)

GRADE : 11

WORKSTATION: WITHIN SEKHUKHUNE DISTRICT

REQUIREMENTS: Grade 12 and N3 certificate in Welding plus Trade Test and Driver's License. 1-2 years of relevant experience. The following technical and behavioural competencies are expected: knowledge of electrical applicable codes; understanding of plant Safety regulations; applicable codes; electrical techniques; Mathematics; methodical; maintenance competence; OHS act of 1994; operations analysis; technology design; fabrication skills; local government legislations; computer literacy; report writing; negotiations skills; customer relations; effective communication; people management and empowerment; complex problem solving; critical thinking; coordination and proactive.

KEY PERFORMANCE AREAS: Provide Efficient welding services, Inspection and Maintenance Read and interpret drawings, Install, Maintain, and repair water services structures, equipment and fixtures, Perform work in accordance with relevant code. Install and construct pump stands, engine carts, burglars and frameworks Providing guidelines and specific instructions to personnel, Transporting personnel/ material and monitoring the off-loading of materials and equipment, Engaging controls to operate mechanism, Regular inspections of equipment, Fact finding and problem solving on equipment, Regular maintenance and repair of equipment, Reporting on conditions of equipment, Interpret deviations recorded and rectify deviations, Perform preventative and corrective maintenance activities as per plant safety regulations, preventative

DEPARTMENT: INFRASTRUCTURE AND WATER SERVICES

POST : ARTISAN FITTING AND TURNER (x4)

DURATION : PERMANENT

SALARY : R185,929.31 (Excluding Benefits)

GRADE : 11

WORKSTATION: WITHIN SEKHUKHUNE DISTRICT

REQUIREMENTS: Grade 12 and N3 in Welding and Electrical plus Trade Test and Driver's License. 1-2 years of relevant experience. The following technical and behavioural competencies are expected: knowledge of electrical applicable codes; understanding of plant Safety regulations; applicable codes; electrical techniques; Mathematics; methodical; maintenance competence; OHS act of 1994; operations analysis; technology design; fabrication skills; local government legislations; computer literacy; report writing; negotiations skills; customer relations; effective communication; people management and empowerment; complex problem solving; critical thinking; coordination and proactive.

KEY PERFORMANCE AREAS: Install, Maintain, and repair water services structures, equipment and fixtures, ensure that work is in accordance with relevant codes, Install and construct pump stands, engine carts, burglars and frameworks, Regular inspections of equipment, Fact finding and problem solving on equipment, Regular maintenance and repair of equipment, Reporting on conditions of equipment Interpret deviations recorded and rectify deviations, Perform preventative and corrective maintenance activities as per plant safety regulations, preventative maintenance plans and maintenance procedure.

DEPARTMENT : MUNICIPAL MANAGER'S OFFICE

POST : LEGAL ADMIN OFFICER

DURATION : PERMANENT

SALARY : R 481,012.21 (Excluding Benefits)

GRADE : 05

STATIONS : GROBLERSDAL

REQUIREMENTS: LLB Degree or Equivalent Qualification, 2 years relevant experience. Admission as an attorney of the high court will be added advantage / membership with the regulatory body will be added advantage. Knowledge of the MFMA, Labour Relations, BCEA, etc. Computer Literacy. A Valid Code B Driver's License. Good research ability. Ability to understand legal documents and an understanding of the workings of local government. The ability to negotiate and draft contracts and international instruments. Knowledge of PAIA, PAJA and contracts is essential. Ability to interpret specific environmental legislation and general environmental law is required.

KEY PERFORMANCE AREAS: provide legal support to ensure compliance with relevant legislation. Provide legal advice, opinions and prepare legal documents for the municipality. Advice on the drafting and vetting of contracts and international instruments., Provide strategic support to the municipality. Provide legal education to municipal officials and councilors. Develop and amend contracts and service and e level agreements (SLAs). Provide legal advice independently. Provide departmental support and administrative tasks. Prosecute municipal disciplinary hearings. Investigate allegations of misconduct and recommend appropriate action. Represent council in South African Bargaining Council Conciliations, Arbitrations and CCMA. Advise management and staff on grievance and disciplinary processes.

DEPARTMENT : INFRASTRUCTURE AND WATER SERVICES

POST : ARTISAN DIESEL MECHANICAL
DURATION : PERMANENT
SALARY : R185,929.31
GRADE 11 : 11
STATIONS : WITHIN SEKHUKHUNE DISTRICT

REQUIREMENTS: Grade 12 and N3 certificate in diesel mechanic plus trade test. Code C1 driving license. 2 year's diesel mechanic experience. Certification in Basic First Aid to be completed within a specific period from date of appointment.

KEY PERFORMANCE AREAS: Check the status of hydraulic driven mechanisms and communicating any malfunction to the immediate supervisor. Check oil levels, electronic components and breaking devices and/ or replacing defective parts. Flush water systems and replacing anti-coolants. Cleaning and/ or replacing air, oil and dust filters and/ or replacing hose clamps, screws and protective covers.

DEPARTMENT : BUDGET AND TREASURY and IWS
POST : DATA CAPTURE (x6)
DURATION : Permanent
SALARY : R299 055 .63 (Excluding Benefits)
STATIONS : GROBLERSDAL

REQUIREMENTS: Grade 12 and National Diploma in office administration, Valid driver's license Computer literate with advanced skills in MS Excel Pastel Accounting / Pastel Partner experience - advantage

KEY PERFORMANCE AREAS: Enter information from documents to be stored and transmitted. Consistently check work for accuracy and completeness. complete forms and edits current information. Reads the information and keys the data into the necessary fields. Compare the entered information with the source to identify errors and correct.

DEPARTMENT : INFRASTRUCTURE AND WATER SERVICES
POST : SENIOR ISD OFFICER
DURATION : PERMANENT
SALARY : R985,416.95 (Including Benefits)
GRADE : 04
STATIONS : WITHIN SEKHUKHUNE DISTRICT

REQUIREMENTS: Grade 12 and National Diploma in Public Administration/ Social Sciences, C1 Driver's license, plus 3 years relevant experience. Knowledge

of MS Computer Packages (word, Excel, Power Point and etc.). Ability to work under pressure, good communication and interpersonal skills.

KEY PERFORMANCE AREAS: Coordinate provision of Social Facilitation Co-Ordinator's with a typing and formatting assistance to prepared multiple presentations for public information / outreach events. Monitor various community liaison activities in key community planning and customer service. Monitor role to establish and foster frontline relationships with the community stakeholders for all municipal programmes. Monitor facilitation with the respective programme managers and participate in implementing and maintaining a programme. Coordinate for effective and proactive communication and outreach with residents, businesses, schools, institutions, cultural associations and other stakeholders. Monitor maintenance of the database for tracking and analyzing all communications activities for each programme. Monitor background research and other valuable information-gathering on community groups, institutions, businesses, etc. for developing community-specific profiles that are integral to knowledge of the community affected by each municipal programme. Monitor and maintain the preparation of multiple presentations for public information / outreach events (including evening and week-end events) under the direction of the programme manager and Senior Manager.

DEPARTMENT : PLANNING AND ECONOMIC DEVELOPMENT

POST : TOWN PLANNER
DURATION : PERMANENT
SALARY : R 481,012.21 (Excluding Benefits)
STATIONS : GROBLERSDAL

REQUIREMENTS: Grade 12 and National Diploma in Town Planning plus 2 years relevant experience Registration as Professional Planner with relevant recognized professional body will be an added advantage.

KEY PERFORMANCE AREAS: Coordinate key administrative processes, applications and requirements related to Developmental Planning and Regional Planning • Identifies, aligns and analyses current and future development initiatives with the strategic objectives of the Municipality •

Co-coordinating and monitoring key development planning projects in the municipal area • Ensures that the branch comply with all relevant legislation and regulations • Examining and commenting on building plans • Monitoring conditions of development approvals, site inspections and enforcing compliance with zoning schemes • Facilitating community involvement and interact with key stakeholders/role-players in relation to specific developmental planning initiatives. • Responding to enquiries from the public. • Formulating and drafting reports. • Keeping abreast of developments, environmental demands, emerging trends and latest technologies in the profession

DEPARTMENT : BUDGET AND TREASURY
POST : EXPENDITURE CLERK
DURATION : PERMANENT
SALARY : R 299,055.63 per annum (Excluding benefits)
GRADE : 08
STATIONS : GROBLERSDAL

REQUIREMENTS: Grade 12 and National Diploma in Financial Management/Accounting plus 1-2 years relevant experience. No Criminal Record. Records keeping will be an added advantage. Knowledge of legislative frameworks governing Local Government; Municipal Finance Management Act; financial principles and related legislations; Good communication skills.

KEY PERFORMANCE AREAS: Keeping manual and electronic filing system of documents to ensure proper administration and easy retrieval of such documentation whenever required. Assist with costing related tasks to ensure the accurate records keeping. Administer sundry payments and payments to service providers to ensure that the correct payment made in terms of policy Check for correctness and accuracy of source payment documentation received by Supply Chain Management and verify compliance therein, Query documentation which does not comply with the Supply Chain Management Department or refer to immediate superior for appropriate action, Capture payments onto the financial system for approval by Manager, Run the voucher number following approval of the payment, Capture the approved payment voucher onto the banking system and for approval. Administer petty cash and provide support during payroll processing.

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 applications obtainable from Municipal website 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, Groblersdal on or before 30th September 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 (Application form for employment is available in the website). No Z83 application forms will be accepted. MUNICIPAL MANAGER: Ms. MJ NTSHUDISANE