

QUOTATION

Attention: **Maredi Mailula** Date: 29/10/2015

At: **SEKHUKHUNE DISTRICT MUNICIPALITY**

From: **Suzi Kruger - Advertising Consultant**

Thank you for the opportunity to quote. Herewith for your evaluation, correction(s), approval.

This quote is for the following section: **VACANCIES** Colour: **BLACK & WHITE**

Please indicate which newspaper/s you choose. Please see page 2 for the proof of the advert. Size: 11 x 3

✓	Newspaper	Placement	Date	Price Excl.	VAT	Price Incl.	Approval needed by
	City Press & FREE	Sunday	08/11/2015	R 13 670.00	R 1 913.80	R 15 583.80	06/11/2015 at 12:00
	in Rapport	Sunday	08/11/2015				
	Sowetan & FREE	Tuesday	10/11/2015	R 10 768.00	R 1 507.52	R 12 275.52	06/11/2015 at 11:00
	in Sunday World	Sunday	08/11/2015				
	Total:			R 24 438.00	R 3 421.32	R 27 859.32	

No advertisement will be placed without this completed, signed approval.

I, the undersigned, hereby approve the placement of the advertisement in the indicated newspaper/s and acknowledge the terms of payment. **There are _____ corrections to be made.**

Iniswa Promotions will not be liable for any errors on the advertisement after the proof has been accepted.

Please note that an author's fee will be charged if alterations are made on the advertisement after final approval has been received. **This is a legal and binding contract.**

Terms: Interest free STRICTLY within THIRTY (30) DAYS after date of PLACEMENT (unless where Pre-Payment applies). 18% INTEREST will be added on every overdue amount.

Official Order Number: _____

Approved: Signed: _____ Name: _____ Date: _____

Banking Details: Iniswa Promotions, FNB, Zambesi Drive (Branch Code 230145), Business Cheque Acc. No. 62451530531



SEKHUKHUNE DISTRICT MUNICIPALITY SENIOR HR OFFICER

DEPARTMENT: CORPORATE SERVICES
WORKSTATION: GROBLERSDAL

DURATION: Permanent SALARY PACKAGE: R658 708.85 per annum (ALL-INCLUSIVE)

REQUIREMENTS: ♦ National Diploma in HRM or Public Administration plus 2-3 years experience in HRM and supervisory level. ♦ B-Degree in HRM or Public Administration will be an added advantage. ♦ The following technical and behavioural competencies are expected:
❖ Understanding of policy analysis and development process. ❖ Knowledge of HRM practices and procedures in the Municipality. ❖ Knowledge of labour laws, planning and organising, SAQA standards. ❖ Maintain good work ethics. ❖ Confidentiality. ❖ Work under pressure. ❖ Report-writing. ❖ Analytical and communication skills. ❖ Problem-solving.

KEY PERFORMANCE AREAS: ♦ Facilitate the recruitment and selection process. ♦ Administer leave. ♦ Develop and update staff establishment. ♦ Develop employment equity plan. ♦ Administer appointments and terminations of employees. ♦ Ensure employee benefits are processed in line with policies. ♦ Develop, implement and review human resources related policies. ♦ Facilitate the registration of employees with UIF commissioner. ♦ Create personnel files of new employees for record keeping. ♦ Supervise all human resources personnel. ♦ Any other instructions from the seniors in the work environment.

CLOSING DATE: 23 NOVEMBER 2015

ENQUIRIES: Mr S.P. Lekgoro at Tel. No. 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 this position and candidates whose appointment 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** at the following address: **The Municipal Manager, Sekhukhune District Municipality, Private Bag X 8611, GROBLERSDAL, 0470, Tel. (013) 262 7300** or hand-deliver at **Bareki Mall, near Pick 'n Pay, GROBLERSDAL** on or before **23 November 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
MUNICIPAL MANAGER - Ms M.F. MOKOKO

Website Promotion - 012-948 5800/4788

Approved: Signed: _____ Name: _____ Date: _____