



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

INTERNAL/EXTERNAL ADVERTISEMENT

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER
POSITION : CHIEF OF STAFF (DD)
DURATION : CONTRACT (LINKED TO TERM OF POLITICAL OFFICE BEARER)
SALARY : R1 124 245.93 (including benefits)

QUALIFICATIONS: B Degree in Public Administration or relevant qualifications, A valid driver's license.

EXPERIENCE: 6-8 years' relevant experience required.

SKILLS, KNOWLEDGE, AND UNDERSTANDING: Advanced level of knowledge with regard to municipal committee functions as per governance structures and legislation; and Promote interface between Political sphere and Management.

SUMMARY OF CORE FUNCTIONS: Develop, determine strategic vision and plan of the division and manage implementation Lead the process 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 good governance ,transparency and accountability.

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT : MUNICIPAL MANAGER'S OFFICE
POSITION : CHIEF AUDIT EXECUTIVE X1
DURATION : PERMANENT
SALARY : R1 102 201,90 PER ANNUM (INCLUDING BENEFITS)

QUALIFICATIONS: A relevant 3 year qualification with preference in auditing or internal audit as a major and registered with a recognised profession; and Computer literacy: MS Office

EXPERIENCE: 8 years or more experience (which includes 2 years of supervisory exposure) covering all aspects of the audit function (activities as depicted in IIA standards 1000 and 2000)

SKILLS, KNOWLEDGE, AND UNDERSTANDING: Good knowledge and interpretation of key and related local government Acts and Regulations (MSA, MFMA), Good knowledge of SCM regulations and preferential procurement policy framework advisory and consultation services Act 5 of 2000.

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.

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER
POSITION : MANAGER COMMUNICATIONS/SPOKESPERSON
DURATION : PERMANENT
SALARY : R1 080 590.10 per annum (including benefits)

QUALIFICATIONS: Relevant 3 year tertiary qualification, preferably a diploma / national diploma or degree.

EXPERIENCE: 5-8 years' relevant experience at a senior practitioner level is required.

SKILLS, KNOWLEDGE, AND UNDERSTANDING: Management of the business activities of a specialist branch / function within a larger department; and Would include the management of staff / service providers and relevant business activities.

SUMMARY OF CORE FUNCTIONS: Demonstrates an awareness of the municipality's key drivers, impacts on service delivery and understands the political undertones and consequences within the municipality. The ability to convey information and ideas effectively, through a variety of media to individuals or groups that attracts and retains their attention and ensures understanding of the message.

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT : CORPORATE SERVICES
POSITION : SENIOR IT TECHNICIAN
DURATION : PERMANENT
SALARY : R1 038 629.47 per annum (including benefits)

QUALIFICATIONS: Relevant professional ICT qualification.

EXPERIENCE: 5 - 8 years' relevant experience required of which 2 must be at senior level.

SKILLS, KNOWLEDGE, AND UNDERSTANDING: Performs the full range of activities within the IT discipline or functional area; and Could supervise a number of staff and/ mentor other professionals.

SUMMARY OF CORE FUNCTIONS: Demonstrates the ability to involve customers in scoping and implementing solutions to ensure successful outcomes. Advises on suitability of content and ensures organisation's communications standards are maintained; and Designs and implements feedback processes and ensures that feedback is acted upon.

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT : INFRASTRUCTURE AND WATER SERVICES
POSITION : WATER QUALITY OFFICER X1
DURATION : PERMANENT
SALARY : R315 204.63 per annum (excluding benefits)

QUALIFICATIONS: Grade 12; Relevant tertiary qualification preferably a National Diploma (in a Science field) or BSc Science degree; Eligible to register with SACNASP as a Candidate Natural Scientist; and Computer literacy: MS Office.

EXPERIENCE: 0–2 years' relevant work or scientific research experience.

SKILLS, KNOWLEDGE, AND UNDERSTANDING: Contributes to various professional Scientific functions; Some degree of independence but primarily works under guidance and supervision; and could assists superiors in providing specialist advice to clients.

SUMMARY OF CORE FUNCTIONS: The ability to systematically identify, analyse and prioritise options to meet the short, medium and long term requirements of the municipality. Contributes to the development of complex monitoring tools for the analysis of information and conceptualizes options.

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT : INFRASTRUCTURE AND WATER SERVICES
POSITION : DATA CAPTURE (EPWP) x2
DURATION : PERMANENT
SALARY : R315 204.63 per annum (excluding benefits)

QUALIFICATIONS: Grade 12; and Computer Literacy: MS Office

EXPERIENCE: 0-2 years' experience.

SKILLS, KNOWLEDGE, AND UNDERSTANDING: Provides routine clerical support and follows standard procedures; and operates under direct supervision.

SUMMARY OF CORE FUNCTIONS: The ability to process data and bring out about improvements in the way in which it is processed, enters data into specific applications, computerised or manual according to set procedures and checks data as it is entered for obvious errors.

Enquiries: Ms. MP Senne or MB Mphaga (Tel: 013 262 777692/ 7415). There will be a need for signing of an employment contract, performance agreement and disclosure of financial interests and where necessary undergo screening, security vetting and competency assessment. 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 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.

Applicants for these posts must submit fully completed official application form for employment available at municipality's offices or website (www.sekhukhune.gov.za) with their detailed curriculum vitae (CV), certified 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. MM Kgwale, 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 29 NOVEMBER 2024.**

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).



**MUNICIPAL MANAGER
KGWALE MM**

23/10/2024
DATE