

Department: Corporate Services

## HR Officer

Duration: Permanent • Salary Package: R321 535.98 • Station: Head Office (Groblersdal)

**Requirements:** National Diploma in Human Resources development or relevant qualification plus 1-2 years relevant experience in the field. The following are technical and behavioural competencies required. Understanding of HR policy analysis and development process, Skills development facilitator, Facilitation, report writing, research, planning and organising.

**Key performance areas:** Coordinate training activities for councillors and employees. Ensure that there are skills analysis and profiling. Schedule training facilitation. Perform administrative functions. Any other instructions from the seniors in the work environment.

Department: Corporate Services

## OD Officer

Duration: Permanent • Salary Package: R321 535.98 • Station: Head Office (Groblersdal)

**Requirements:** National Diploma in Management Services / Work study plus 2-3 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 Organisational design. Ensure form design from users. Draft role profiling / job descriptions and job evaluations. Develop and implement process and productivity improvement.

## Fleet Clerk

Duration: Permanent • Salary Package: R199 905.83 (Excl. benefits) • Station: Head Office (Groblersdal)

**Requirements:** National Diploma in Logistics or relevant qualification plus 1-2 years relevant experience. The following are technical and behavioural competencies required. Computer Literacy, Transport circular no 43 Of 2003, Accuracy, Asset Management, Road traffic Law Exposure to Transport Logistics Practices, Occupational Health and Safety, communication and loyalty.

**Key performance areas:** Ensure fleet control. Ensure motor vehicle allowance. Facilitate maintenance and operations for fleet and facilities. Deal with administrative functions of the fleet.

Department: Infrastructure & Water Services

## Depot Supervisor

Duration: Permanent • Salary Package: R199 905.83 (Excluding benefits) • Station: Moganyaka

**Requirements:** National Diploma in Water Care/Civil Engineering plus two (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. Legislations related to water and sanitation services environment. Local Government legislations. 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.

## Artisan Plumber (x2)

Duration: Permanent • Salary Package: R145 620.56 per annum (Excluding benefits)  
• Station: Tafelkop and Uitspanning

**Requirements:** Grade 12 plus trade test in plumbing and valid driver's license plus 3 years' relevant experience in Construction and Municipal plumbing work. 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: Budget & Treasury

## Budget Clerk

Duration: Permanent • Salary Package: R199 905. 83 per annum  
(Excluding benefits) • Station: Head Office (Groblersdal)

**Requirements:** Diploma in accounting or relevant qualification, CPMD/MFMP plus 1-2 years relevant experience in the field. The following technical and behavioural competencies are expected: 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 and prepare financial reports, statements and projections, numerical skills, computer literacy and Flexibility.

**Key performance areas:** Preparation of Budget. Facilitate budget monitoring and reporting. Preparation of bank reconciliation. Management of Grants, Investment Management and VAT management.

**Enquiries: Lekgoro Patrick (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 these positions and candidates whose appointments 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 Maboeba/Mr. Makgalemane Mapheto @ the following address: The Municipal Manager, Sekhukhune District Municipality, Private Bag X 8611, Groblersdal, 0470 Tel. (013) 262 7738/777475 or hand deliver @ Bareki Mall, near Pick 'n Pay, Groblersdal on or before 15 June 2016. 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](http://www.sekhukhune.gov.za)



SEKHUKHUNE  
District Municipality

MUNICIPAL MANAGER: Ms M F MOKOKO