



SEKHUKHUNE

DISTRICT MUNICIPALITY

MANAGER: AUXILIARY SERVICES

DEPARTMENT: CORPORATE SERVICES

DURATION: Permanent

SALARY: R640 486.62 per annum (Total Cost to Council)

REQUIREMENTS: ♦ B-Degree in Public Management or Administration or equivalent qualifications related to Municipal Administration plus five (05) years' experience in middle management. ♦ Knowledge and experience of Local Government legislations will be an added advantage. ♦ The incumbent will also be expected to have a sound understanding of computer packages (MS Word, MS Excel and MS PowerPoint). ♦ Analytical, communication, report-writing and negotiation skills are recommended.

KEY PERFORMANCE AREAS: ♦ Handling all the Municipality's records. ♦ Ensure and plan the development of records management and make sure that the protecting, filing and retrieving of records happen in a standardised manner. ♦ Maintaining all records and reports that are contained on paper, computer and microfilm in the Municipality. ♦ Evaluate the adequacy of current administrative systems and re-define registry and archiving sequences with a view to correct deviations laid down in statutory or audit requirements. ♦ Coordinate and supervise those Departments which are involved in report analysis, records management analysis and clerical micrographics. ♦ Manage the fleet and facilities (coordinate fleet control and plan, organise and review operations of facilities management). ♦ Any other responsibility assigned from time to time by Seniors in the District.

CLOSING DATE: 15 SEPTEMBER 2015

ENQUIRIES: Mr Lekgoro Patrick (013 262 7300/1/2)

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 appointments will promote representativity will receive preference. Please forward your application letter with detailed CV, certified certificates and ID to the Department of Corporate Services for the Attention: **Ms Mary Maboea / Mr. Makgalemane Mapheto** @ the following address: **The Municipal Manager, Sekhukhune District Municipality, Private Bag X 8611, GROBLERSDAL, 0470** Tel. (013) 262 7738/7774/75 or hand-deliver @ **Old Mutual Building, Hereford Street, GROBLERSDAL** on or before **15 September 2015. PLEASE NOTE THAT FAXED AND E-MAILED CVs 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