



SEKHUKHUNE
District Municipality

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

DEPARTMENT	: Municipal Manager's Office
POST	: Chief Operations Officer
REF. NO.	: SK4/1/2/2
DURATION	: Five (5) year Fixed term Employment Contract
SALARY	: R972, 648, 00 (Minimum) R1,108,275 (Midpoint). R1, 257,894 (Maximum)

WORKSTATION: Groblersdal. There will be a need for signing of an employment contract, a performance agreement and disclosure of financial interests. The employee will be subjected to undergo security vetting; competency assessment and screening for reference checks in respect of validity of qualifications, whether the candidate has been dismissed previously for misconduct or poor performance by another employer or candidate's current employer. The appointment will be done in terms of the Local Government: Municipal Systems Amendment Act, 7 of 2011 and regulations on employment and conditions of service for Senior Managers.

REQUIREMENTS: Bachelor degree in Public Administration / Management sciences / Law, or equivalent plus five (5) years relevant experience with three (3) years in middle management level. A post-graduate qualification will be an added advantage. Have proven successful institutional transformation within public or private sector. The incumbent will also be expected to have a sound understanding of computer packages (MS Word, MS Excel & MS Power Point) and valid motor vehicle driver's license. Good interpersonal relations and effective communications skills are recommended.

KNOWLEDGE: Good knowledge and understanding of relevant policies and legislation; Good knowledge and understanding of institutional governance systems and performance management system; Good knowledge of corporate support services, including: Human capital management and development, good governance; Labour Relations; Facilities management, Information and communication technology ; and Council support; Good knowledge of supply chain management regulations and the preferential procurement policy Framework Act, 2000 (Act No. 5 of 2000) and other labour related prescripts.

KEY PERFORMANCE AREAS: Assume overall responsibility over management and administration of the Municipal Manager's Office; Integrated development planning (IDP); Manage internal and external correspondence; Development of strategy and implementation; Responsive and efficient service delivery; Human resources management; Financial management.

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 appointments will promote representativity will receive preference. Women are encouraged to apply. Please forward your application form for employment 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, near Pick 'n Pay, Groblersdal on or before 08th November 2021. 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.sekhukhunedistrict.gov.za (Application form for employment is available in the website).

MUNICIPAL MANAGER: Ms. MJ NTSHUDISANE