



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 : MANAGER INTERNAL AUDIT X1
DURATION : PERMANENT
SALARY : R 1 146 154.90 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: 5 years relevant experience of which include 2 years in supervisory level.

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: Provide internal audit strategic support to the municipality. Assess audit risk and develop audit plans. Analyse and prioritise the current external audit queries to determine corrective action required to address gaps. Manage and control internal audit risk identified.

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT : INFRASTRUCTURE AND WATER SERVICES
POSITION : SENIOR PROJECT MANAGER MIG X1(Re-advert)
DURATION : PERMANENT
SALARY : R1 101 648.31 PER ANNUM (INCLUDING BENEFITS)

QUALIFICATIONS: A relevant National Diploma in Engineering and registration as a Pr Techni Eng and computer literacy: MS Office

EXPERIENCE: 5-8 years of relevant experience post registration

SKILLS, KNOWLEDGE, AND UNDERSTANDING: Performs well- defined activities. Applies a known body of knowledge, works independently, and seeks advice as when required and supervises and coordinates other members of engineering team.

SUMMARY OF CORE FUNCTIONS: Manages the project team and allocates resources to achieve the project objectives, develops programme schedules and milestones for multiple small to medium projects, manages budgets and prioritizes programme activities to ensure that projects are complete within schedule.

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT : INFRASTRUCTURE AND WATER SERVICES
POSITION : SENIOR PROJECT MANAGER WSIG &RBIG X1
(Re-advert)
DURATION : PERMANENT
SALARY : R1 101 648.31 PER ANNUM (INCLUDING BENEFITS)

QUALIFICATIONS: A relevant National Diploma in Engineering and registration as a Pr Techni Eng and computer literacy: MS Office

EXPERIENCE: 5-8 years of relevant experience post registration

SKILLS, KNOWLEDGE, AND UNDERSTANDING: Performs well- defined activities. Applies a known body of knowledge, works independently, and seeks advice as when required and supervises and coordinates other members of engineering team.

SUMMARY OF CORE FUNCTIONS: Manages the project team and allocates resources to achieve the project objectives, develops programme schedules and milestones for multiple small to medium projects, manages budgets and prioritizes programme activities to ensure that projects are complete within schedule.

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER
POSITION : INTERNAL AUDITOR X1
DURATION : PERMANENT
SALARY : R537 748.30 PER ANNUM (EXCLUDING 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: 2 - 5 years' relevant experience required.

SKILLS, KNOWLEDGE, AND UNDERSTANDING: Ability to evaluate the effectiveness of risk management, governance and internal control processes. Ensures that audit work is in compliance with the norms and Standards of Internal Auditing and other standards set by IA.

SUMMARY OF CORE FUNCTIONS: Prepares the draft audit report with reflection of management comments and auditor's response; and Reflects conduct as stipulated in the Audit Charter and IIA Code of Ethics; Prepares notification letters engagements / aligned to scope and audit objectives of annual audit plan; Interprets information adequately. Prepares engagement letter and sign off as preparer.

PLACE OF WORK	: SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT	: COMMUNITY SERVICES
POSITION	: YOUTH OFFICER X1
DURATION	: PERMANENT
SALARY	: R537 748.30 PER ANNUM (EXCLUDING BENEFITS)

QUALIFICATIONS: National Diploma in Public Administration /Social Sciences/Social Development

EXPERIENCE: 2 years relevant experience.

SKILLS, KNOWLEDGE, AND UNDERSTANDING: Establishing the youth desk and involving all role players and stakeholders in order to have a centralized point for youth development initiatives. Attending and coordinating meetings and activities of the Municipality Youth Structure to ensure upliftment and continuity/participation of youth.

SUMMARY OF CORE FUNCTIONS: Coordinating a Youth Summit, and facilitate capacity building workshops for NGO's, CBO and forums, and facilitate youth forum meetings with Councillors from each ward. Creating networking opportunities with private and public sector partnerships through a consultative process, involving government departments, private companies and non-governmental organisations. Monitoring the progress of youth programmes/ initiatives/ events and consolidating

information and/ or extracting specific reports for submission to the supervisor for forward planning.

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT : COMMUNITY SERVICES
POSITION : AIR QUALITY OFFICER X1
DURATION : PERMANENT
SALARY : R 391 720.50 PER ANNUM (EXCLUDING BENEFITS)

QUALIFICATIONS: Relevant 3 year tertiary qualification preferably in Environmental Science / Environmental Health / Environmental Management / other related qualification; Peace Officer Certificate; Certified Environmental Management Inspector; Registered with a relevant professional body; Code EB Driver's Licence; and Computer Literacy: MS Office

EXPERIENCE: 2 - 5 years in the related field of air quality management / climate change / sustainable energy and environmental / health / management

SKILLS, KNOWLEDGE, AND UNDERSTANDING The basic public health principles and the interdisciplinary nature of environmental protection and environmental health; Environmental protection and environmental health principles and practices; Environmental Impact Assessment (EIA) regulation and processes; Atmospheric dispersion models; Establishing and maintaining local emission inventories Basic government functions; and be sensitive to the different cultures found within the Municipality.

SUMMARY OF CORE FUNCTIONS: Ability to plan, co-ordinate and control the tasks of self and others to deliver projects and tasks to the required specification and within budget and schedule. Manages the assigned tasks to the agreed standards and meets deadlines; Uses time effectively and remains focused – does not become easily distracted; Prioritises activities effectively to ensure that tasks are completed within schedule; and Ensures work is accurate and complete.

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT : CORPORATE SERVICES
POSITION : OD CLERK X1
DURATION : PERMANENT
SALARY : R334 329.67 PER ANNUM (EXCLUDING BENEFITS)

QUALIFICATIONS: Grade 12; and Computer Literacy: MS Office

EXPERIENCE: 0-2 years' relevant experience.

SKILLS, KNOWLEDGE, AND UNDERSTANDING: Local government legislation. The incumbent will also be expected to have good interpersonal relations and communications skills.

SUMMARY OF CORE FUNCTIONS: Provides routine clerical support and follows standard procedures; and operates under direct supervision.

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT : CORPORATE SERVICES
POSITION : SECRETARY X1
DURATION : PERMANENT
SALARY : R 334 329.67 PER ANNUM (EXCLUDING BENEFITS)

QUALIFICATIONS: Grade 12; and Computer Literacy: MS Office

EXPERIENCE: 2-5 years' relevant experience.

SKILLS, KNOWLEDGE, AND UNDERSTANDING: The ability to understand the Municipality's objectives, and the impact of decisions on the community and the functioning of the department. Understands and is able to communicate the municipality's priorities and goals; In-depth knowledge of municipality's policies and procedures; Understands priorities, goals and issues within local government sector.

SUMMARY OF CORE FUNCTIONS: Ability to scrutinise own work and that of others to ensure accuracy and compliance with the relevant municipal standard. Conducts quality check of work of subordinates for errors and omissions before submission; Ensures all details of a task are accomplished; and Checks against standards and regulations.

Enquiries: Ms. MP Senne or MP Mapheto (Tel: 013 262 777692/ 7415). Applicants who previously applied for re-advertised post(s) may re-apply if still interested. 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: Ms Lucy Nkabinde , Tel: 013 262 7739 or hand deliver @ Bareki Mall, Sekhukhune District Municipality, 3 West Street, Groblersdal on or before 6 JUNE 2025.**

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

DATE: