



SEKHUKHUNE
District Municipality

Sekhukhune District Municipality

Private Bag X 8611, Groblersdal, 0470

www.sekhukhunedistrict.gov.za

Tel. (013) 262 7738/777475



SEKHUKHUNE
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Post: Project Manager x 3

Department: Infrastructure and Water Services

Duration: Permanent

Salary package: R365 913.09 per annum (excluding benefits)

Station: Groblersdal

REQUIREMENTS: National Diploma in Civil engineering plus 3 years' relevant experience. Registration with ECSA as a candidate would be an added advantage. The following technical and behavioural competencies are expected: Demonstrate essential skills for planning and designing of water engineering projects. Understanding project management procedures, Understanding supply chain procedures, Interpretation of drawings. Understanding of water and Sewer design guideline. Understanding of the different project funding sources e.g. MIG, RBIG and ACIP. Negotiations skills, Customer relations and effective communication.

KEY PERFORMANCE AREAS: Align cash flow with the project. Register technical reports. Maintaining Project Performance. Ensure administrative functions are carried out. Any other tasks assigned by the Seniors in the Municipality

Post: Organisational Development Clerk

Duration: Permanent

Salary package: R227 496.03 per annum (Excluding benefits)

Station: Groblersdal

REQUIREMENTS: National Diploma in Management Services/ Work-study plus 1-2 years related experience. The following are expected technical and behavioural competencies: OD legislation and regulations, computer literacy, planning and organising, analytic skills; problem solving and report writing

KEY PERFORMANCE AREAS: Organisational design; Role profiling/Job description; Job Evaluation; Organisational culture; Form design; Administrative functions. Any other tasks assigned by the seniors in the Municipality.

Post: HR Officer

Duration: Permanent

Salary package: R365 913.09 per annum (Excluding benefits)

Station: Groblersdal

REQUIREMENTS: National Diploma in Human Resource Management or relevant qualification plus 2-3 years relevant experience in the field. Knowledge and understanding of the local government environment ;Understanding of HRM prescripts in the Municipality; Planning and Organising; Batho Pele Principles; SAQA standards; Sound understanding of computer packages (MS Word, MS Excel, Ms PowerPoint).

KEY PERFORMANCE AREAS: Recruitment and selection. Document processing and record keeping. Implementation of Employment Equity, Information and Statistics. Attend to Leave Administration and Policy Implementation. Implementation of HR Operational policies and review. Any other duties assigned from time to time by seniors in the District.

Post: Senior Records Officer

Duration: Permanent

Salary package: R749 621.21 per annum (Total Cost to Council)

REQUIREMENTS: National diploma in Records management /Bachelor's degree in Records Management or relevant qualification plus 2-3 years' experience in records management at supervisory level. Knowledge and understanding of the local government environment. Sound understanding of computer packages (MS Word, MS Excel, Ms PowerPoint). Effective written communication skills

KEY PERFORMANCE AREAS: Responsible for File plan, Mun-Admin system, Filing system and Disposal of files. Supervision of Registry/Messenger Services. Any other duties assigned from time to time by seniors in the District.

Department: Community Services

Post: Chief Fire Officer

Duration: Permanent

Salary: R749 621.21 (Total cost to Council)

Station: Groblersdal

REQUIREMENTS: Diploma in Fire Technology or any other related qualification, Computer literacy, AEA/CCA, CODE C Driver's License with PrDP plus Six years experience in a related senior position. Technical and behavioural competencies required: Computer literacy; thorough knowledge of the Fire Brigade Services Act, 99/1987 and other applicable legislations; outstanding leadership qualities; Good interpersonal, mediation and negotiation skills; Must be able to handle stressful situations; must not be claustrophobic; must not be alto phobic.

KEY PERFORMANCE AREAS: Planning, coordination and regulation of Fire, rescue and humanitarian services; Co-ordination of the standardization of infrastructure, vehicles, equipment and procedures; Implements operational and administrative policies including relevant legislation; Ensures compliance to Municipal Policies and staff discipline; Managing the Service Delivery Budget Implementation Plan of the section; Execute inventory, conduct regular audit of development in the area to assess capacity to respond to emergencies.

Post: Regional Superintendent

Duration: Permanent

Salary: R312 303.30

Station: Groblersdal

REQUIREMENTS: National Diploma in Civil Engineering/ Chemical Engineering plus 3 years 'relevant experience .The following are technical and behavioural competencies required: Interpret the technical drawings, Project Management, Interpret Operations and Maintenance Manual, Legislation related to water and sanitation services environment, Local government legislation, Computer Literate and Report Writing; Negotiations skills, Effective communication, People management and empowerment; Conflict Resolution and problem solving

KEY PERFORMANCE AREAS: Manage Operations and Maintenance; Project Management; Incident management; Preventative Maintenance; Underground Water Management and Staff supervision.

Post: MPAC Researcher

Duration: Permanent

Salary: R365 913.09 per annum (excluding benefits)

Station: Groblersdal

REQUIREMENTS: National diploma / B degree in Social Sciences or any relevant qualification plus 3 years' experience in research. The following are technical and behavioural competencies required: Research skills, Report writing skills, Local Government Legislations , Computer literacy, Communication skills, Conversant with the local language of Geographical and numerical skills, flexibility, Proactive, Leadership skills, People management, Ability to work under pressure, Negotiation Skills and Communication skills.

KEY PERFORMANCE AREAS: Develop processes and procedures for MPAC operations; Review and investigate all matters referred to the committee by the Council and council structures; Analyse financial and performance reports including SDBIP; Annual reports and financial statements and provide MPAC with possible risks and irregularities; Advice and provide technical support to MPAC; Administrative functions.

Post: MPAC Coordinator

Duration: Permanent

Salary: R312 303.30 per annum (Excluding benefits)

Station: Groblersdal

REQUIREMENTS: National diploma in Social Sciences or equivalent qualification plus 1-2 years relevant experience. The following are technical and behavioural competencies required: Communication, Computer Literacy, Analytical, Assertive, Decisive, Enthusiastic, Flexible, Organised, Positive Attitude and Proactive.

KEY PERFORMANCE AREAS: MPAC administration functions & Secretarial support; Administrative Functions. Any other tasks assigned by the seniors in the Municipality.

Post: Senior Training Officer

Duration: Permanent

Salary package: R749 621.21 per annum (Total Cost to Council)

Station: Groblersdal

REQUIREMENTS: National diploma in HRM / Bachelor degree in HRM or any relevant qualification plus 2-3 years relevant experience in education, training and development. Knowledge and understanding of the local government environment. Sound understanding of computer packages (MS Word, MS Excel, Ms PowerPoint). Good interpersonal and Communication skills

KEY PERFORMANCE AREAS: Coordinate training activities of employees, coordinate Recognition of Prior learning programme, skills analysis and profiling. Evaluate the internal and external bursaries and staff Supervision .Any other duties assigned from time to time by seniors in the District.

Post: Senior Administration Officer

Duration: Permanent

Salary: R749 621.21 per annum (Total Cost to Council)

Station: Groblersdal

REQUIREMENTS: National Diploma / B degree in Business Administration plus 2 years' relevant experience. Interpretation of Local government legislation; Council processes and procedures; Report writing skills. Good judgement and decision making, people management; Strong analytical skills. The incumbent will be expected to have a sound understanding of computer packages (MS Word, MS Excel and MS PowerPoint)

KEY PERFORMANCE AREAS: Control and coordinate the dairy of the Chief Whip. Facilitate, coordinate and monitor the programmes in the Chief Whip's Office. Advice and provide technical support to the Chief Whip. Staff Supervision; Any other responsibilities assigned from time to time by seniors in the District.

Post: Electro-Mechanic Manager

Duration: Permanent

Salary: R749 621.21 (Total cost to Council)

Station: Groblersdal

REQUIREMENTS: Diploma in Electrical, Wireman's Licence, accredited certification; Registration with Electrical Board of SA plus 5-6 years' relevant experience. The following are technical and behavioural competencies required: Interpret the drawings; Rewire the panels; Connect electrical meters; Rewire a star/delta panel; Interpret SANS 0142; Local government legislation; Computer Literate and report writing; Negotiations skills; Effective communication; People management and empowerment.

KEY PERFORMANCE AREAS: Research, Planning and Design Mechanical product plus system; Monitor electro mechanical compliance; Monitor quality of distribution system; Incident management; administrative functions; Staff Supervision

Post: Senior Risk Officer

Duration: Permanent

Salary: R749 621.21 per annum (Total Cost to Council)

Station: Groblersdal

REQUIREMENTS: An appropriate B degree or National diploma / Advanced programme in risk management plus above 5 years of relevant experience in risk management or risk financing. Knowledge of local government legislation, Computer literacy, familiarity with all areas of policies and procedures, knowledge of general tools and techniques of risk management, report writing skills and conflict management skill.

KEY PERFORMANCE AREAS: Monitor the implementation of local government legislation, risk Management and Staff Supervision. Any other responsibilities assigned from time to time by seniors in the District.

Post: Manager: Legal Services

Department: Office of the Municipal Manager

Duration: Permanent

Salary: R 779 905.91 (Total Cost to Council)

Station: Groblersdal

REQUIREMENTS: LLB degree or relevant qualification plus 3-5 years' relevant experience in management or supervisory level. The following are technical and behavioural competencies required: Interpretation of statutes, Local government legislation, Contract management, Interpretation of labour statutes, Investigative orientation, Strong litigation skills, Computer literacy, Oral and written communications, presentation skills and Facilitation skills, Good Judgement and decision making, Active listening, Strong negotiation skills, Ability to work under pressure ,honest and reliable and Complex Problem solving.

KEY PERFORMANCE AREAS: Management of Legal risk services and advise Council accordingly, Manage the Legislative updates and policy review by advising management about the implications of internal policies and procedures, Litigation management, Regulatory compliance and Staff Supervision and Management function.

Post: Manager: Labour Relations

Department: Corporate Services

Duration: Permanent

Salary: R 779 905.91 (Total Cost to Council)

Station: Groblersdal

REQUIREMENTS: B degree in Labour relations Management / Labour law qualification Plus three to five (3-5) years in management or supervisory level. The following are technical and behavioural competencies required: Interpretation of labour statutes, HRM processes and procedures, CCMA rules and procedure, investigation orientation, strong litigation skills, operations of the labour market, strong negotiation skills, and ability to present a persuasive argument and computer literacy

KEY PERFORMANCE AREAS: Capacity building, ensure compliance to labour legislation, discipline management, handle grievance and disputes, Collective bargaining negotiations, ensure the management of strike, supervision of staff and management function.

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, certified certificates and ID 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 16th March 2018. 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.sekhukhunedistrict.gov.za

MUNICIPAL MANAGER: Ms. N T MASEKO