



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

EXTERNAL ADVERTISEMENTS

POSITION : Photocopier Operator
DEPARTMENT : Corporate Services
DURATION : Permanent
SALARY : R 137 563. 02 (Excluding Benefits)
LEVEL : 12
STATION : Groblersdal

REQUIREMENTS: Grade 12, certificate in project management from the institution of higher learning plus 1 to 2 years relevant experience. The following will be an added advantage, CPMD.

KEY PERFORMANCE AREAS: Operate photocopier machines, Provide counter services, Perform minor maintenance on photocopier machines, Make requisition for photocopying materials, and work with office machine and equipment providers to schedule routine service appointments with their technicians in order to ensure continuous optimal operations and efficiency.

Behavioural Competencies: Writing and Communication Skills, Listening skills, Creative and innovative, Multitasking, Customer focused, Confidentiality, Continuous improvement, Interpersonal relations.

Technical Competencies: Telephone etiquette, Writing skills, Computer literacy, Organisational awareness, Knowledge of black, white and colour copiers, scanners within the mid & high volume production.

POSITION : General Worker (x12)
DEPARTMENT : Infrastructure and Water Services
DURATION : Permanent
SALARY : R 98 733. 57 (Excluding Benefits)
LEVEL : 14
STATION : Various Regions

REQUIREMENTS: Grade 12 plus 12 months relevant experience

KEY PERFORMANCE AREAS: Maintenance of water and sanitation schemes, Tool and equipment storage/care.

Behavioural Competencies: Flexibility, Proactiveness. **Technical Competencies:** OHS Act of 1994, Safety regulations.

POSITION : **Secretary**
DEPARTMENT : **Planning and Economic Development**
DURATION : **Permanent**
SALARY : **R 259 243. 10 (Excluding Benefits)**
LEVEL : **8**
STATION : **Groblersdal**

REQUIREMENTS: Grade 12, Diploma in Office Management/ Management Assistant or relevant qualification plus 1-2 years relevant experience.

KEY PERFORMANCE AREAS: Secretarial support, Record keeping, General office support and Reception/ Telephonist service.

Behavioural Competencies: Communication skills, Listening skills, Creative and innovative, Multitask, Customer relations, Good judgment, Ability to work on own initiative, Honest and reliable, Continuous improvement, Adaptability and flexible

Technical Competencies: Telephone etiquette, Writing skills, Computer literacy, Organisational awareness, Local government legislations, People Management.

POSITION : **Finance Management Interns (05)**
DEPARTMENT : **Budget & Treasury**
DURATION : **Two (2) year contract**
SALARY : **R 7 800 per month (Total Cost to Council)**

REQUIREMENTS: B comm. Accounting/ National Diploma in Accounting/ Finance/ Equivalent Qualification. The incumbent will also be expected to have a sound understanding of computer packages (MS Word, Excel, Powerpoint). Valid code B or EB driver's license will be an added advantage with exceptional analytical, coordination, communication and interpersonal skills.

KEY PERFORMANCE AREAS: Assist in developing financial policies and procedures, assist in compilation of financial statements and management reports. Electronic capturing of financial data and other financial functions. Assist in reconciliation and financial analyses, any other data assigned from time to time by the seniors in the District.

POSITION : Process Controller (Learner) (x20)
DEPARTMENT : Infrastructure and Water Services
DURATION : 12 Months (Fixed Contract)
SALARY : R 28 776. 00 per annum (Excluding Benefits)
STATION : Various Regions

REQUIREMENTS: Grade 12, N3 in water and waste water with relevant classification plus 1 year relevant experience.

KEY PERFORMANCE AREAS: Provide water process control, Maintenance of process units, administration functions.

Behavioural Competencies: Meter reading, OHS act and Understanding of the pump manual. **Technical Competencies:** Writing and Communication skills, Listening skills, Creative and innovative, Multitasking, Customer relations, Team worker, Continuous improvement, Interpersonal relations, Sobriety.

Enquiries: Mr. LJ KABINI (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: Mr. Buurman Mphaga/ Ms Patience Senne / @ 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, Groblersdal on or before the 27th September 2019 at 16h00. 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

MUNICIPAL MANAGER: Ms. N T MASEKO