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INTERNAL/EXTERNAL ADVERTISEMENT

PLANNING AND ECONOMIC DEVELOPMENT

LED OFFICER X1

DEPARTMENT : PLANNING AND ECONOMIC DEVELOPMENT
POSITION : LED OFFICER X1
DURATION : PERMANENT
SALARY : R 537 748.30 PER ANNUM (EXCLUDING BENEFITS)

QUALIFICATIONS: Relevant 3 year tertiary qualification and Computer literacy: MS Office
EXPERIENCE: 2 - 5 years relevant experience.

SKILLS, KNOWLEDGE, AND UNDERSTANDING: Working knowledge of Local government legislation and constitutional mandate; Working knowledge of Local economic development project and programme management; Working knowledge of SCM processes and MFMA requirements; and Demonstrates understanding of the roles and interactions of the three spheres of government in economic empowerment and development.

SUMMARY OF CORE FUNCTIONS: Able to work independently and manage the analysis components of research projects as assigned; Able to advise internal stakeholders on the compilation of research briefs (terms of reference) and research design from a data and data analysis perspective; Able to advise on sampling frames, research survey methodologies, research instruments, questionnaire design to inform the data collection, processing and analysis components of research; Able to review research data and information and advice on appropriate data analysis methods.

INFRASTRUCTURE & WATER SERVICES

DATA CAPTURE (EPWP) RE-ADVERT X1

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT : INFRASTRUCTURE & WATER SERVICES
POSITION : DATA CAPTURE (EPWP) RE-ADVERT X1
DURATION : PERMANENT
SALARY : R 334 329,67 PER ANNUM (EXCLUDING BENEFITS)

QUALIFICATIONS: Grade 12; and Computer Literacy: MS Office
EXPERIENCE: 0-2 years' experience.

SKILLS, KNOWLEDGE, AND UNDERSTANDING: Provide routine clerical support and follows standard procedures; and operates under direct supervision.

SUMMARY OF CORE FUNCTIONS: The ability to process data and bring out about improvements in the way in which it is processed. Enters data into specific applications, computerised or manual according to set procedures and checks data as it is entered for obvious errors.

BUDGET & TREASURY

PAYROLL CLERK X1

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT : BUDGET & TREASURY
POSITION : PAYROLL CLERK X1
DURATION : PERMANENT
SALARY : R 334 329,67 PER ANNUM (EXCLUDING BENEFITS)

QUALIFICATIONS: National Diploma in Financial Management/Accounting (NQF Level 06), Computer Literacy: MS Office.
EXPERIENCE: 1-2 years' experience.
SKILLS, KNOWLEDGE, AND UNDERSTANDING: Legislations governing local government, high degree of confidentiality and strong research background will be an added advantage.
SUMMARY OF CORE FUNCTIONS: Processing payroll parameters/ fields on the system with regards to statutory deductions, rates of pay, transfers, etc. Generating payroll reports and distributing salary advice slips to employees.

ACQUISITION OFFICER X1

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT : BUDGET & TREASURY
POSITION : ACQUISITION OFFICER X1
DURATION : PERMANENT
SALARY : R 537 748,30 PER ANNUM (EXCLUDING BENEFITS)

QUALIFICATIONS: A National Diploma in Supply Chain Management or equivalent. NQF level 6, Computer Literacy: MS Office, valid driver's license.
EXPERIENCE: 2 – 3 years relevant experience
SKILLS, KNOWLEDGE, AND UNDERSTANDING: Legislations governing local government, high degree of confidentiality and strong research background will be an added advantage.
SUMMARY OF CORE FUNCTIONS: Interacting with supplier representatives and resolving aspects pertaining to statements and reconciliation of accounts. Communicating/ interacting with personnel across various Departments in respect of specific orders and standing commitments.

REPORTING CLERK X1

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT : BUDGET & TREASURY
POSITION : REPORTING CLERK X1
DURATION : PERMANENT
SALARY : R 334 329,67 PER ANNUM (EXCLUDING BENEFITS)

QUALIFICATIONS: National Diploma in Financial Management/Accounting (NQF Level 06), Computer Literacy: MS Office.
EXPERIENCE: 1-2 years' experience.
SKILLS, KNOWLEDGE, AND UNDERSTANDING: Legislations governing local government, high degree of confidentiality and strong research background will be an added advantage.
SUMMARY OF CORE FUNCTIONS: Extract trial balance and produce financial reports on a monthly basis for distribution to Departments, produce monthly financial reports (section 71) for submission for approval, capture monthly returns for submission to National and Provincial Treasury.

LOGISTICS CLERK X1

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT : BUDGET & TREASURY
POSITION : LOGISTICS CLERK X1
DURATION : PERMANENT
SALARY : R 334 329,67 PER ANNUM (EXCLUDING BENEFITS)

QUALIFICATIONS: National Diploma in Financial Management/Accounting (NQF Level 06), Computer Literacy: MS Office.
EXPERIENCE: 1-2 years' relevant experience
SKILLS, KNOWLEDGE, AND UNDERSTANDING: Legislation governing local government, high degree of confidentiality and strong research background will be added advantage.
SUMMARY OF CORE FUNCTIONS: Preparing agenda items and doing corrections prior to compiling agendas for the Bid specifications, Evaluation and Adjudication Committees. Collating, checking and verifying information recorded on tender/ bid documents, forms and schedules prior to commencing with updating sequences.

JNR STOCK ADMINISTRATOR X14

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT : BUDGET & TREASURY
POSITION : JNR STOCK ADMINISTRATOR X14
DURATION : PERMANENT
SALARY : R 243 541,05 PER ANNUM (EXCLUDING BENEFITS)

QUALIFICATIONS: Grade 12, Computer Literacy: MS Office.
EXPERIENCE: 0-6 months relevant experience
SKILLS, KNOWLEDGE, AND UNDERSTANDING: Legislation governing local government, high degree of confidentiality and strong research background will be added advantage.
SUMMARY OF CORE FUNCTIONS: Receiving and collating transactional documentation (invoice/ delivery notes, payment authorization certificates) and forwarding to the supervisor for further processing.

FINANCE INTERNS X5

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT : BUDGET AND TREASURY
POSITION : FINANCE INTERNS X5
DURATION : CONTRACT (24 MONTHS)
SALARY : R 100 000 PER ANNUM

QUALIFICATIONS: National Diploma/ Bcom in Accounting/Finance, Computer Literacy: MS Office.
EXPERIENCE: No experience.
SUMMARY OF CORE FUNCTIONS: 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.

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 25 JULY 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**