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INTERNAL/EXTERNAL ADVERT

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT : CORPORATE SERVICES
POSITION : HR OFFICER X1 (RE-ADVERT)
DURATION : PERMANENT
SALARY : R529 801.28 per annum (Excluding benefits)

QUALIFICATIONS: A relevant 3-year tertiary qualification in Human Resources Management or related field.

EXPERIENCE: 2 - 5 years relevant experience required.

SKILLS, KNOWLEDGE, AND UNDERSTANDING: Applies a body of theoretical knowledge either broadly or to a specific aspect of the Human Resources function; Facilitates the implementation of programs, processes and systems. Prepares reports, Works in conjunction with a Senior Human Resources Professional.

SUMMARY OF CORE FUNCTIONS: The ability to understand the key drivers in the sector and the municipality and to apply this understanding to meet the service delivery objectives and challenges. The ability to understand stakeholder needs and dynamics and to build capacity within the target audience through the ability to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others.

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER
POSITION : CHAUFFEUR/PROTECTOR X4
(EXECUTIVE MAYOR'S OFFICE)-(RE-ADVERT)
DURATION : CONTRACT LINKED TO TERM OF THE EXECUTIVE
MAYOR
SALARY : R529 801.28 per annum (Excluding benefits)

QUALIFICATIONS: Grade 12 or Equivalent, Driver's License. Knowledge in criminal justice, laws, legal codes and court procedures. Trained in the field of combat

defense and weaponry. Firearm competency license, PSIRA compliance and Certificate in advance driving will be an added advantage.

EXPERIENCE: 2 years relevant experience.

SKILLS, KNOWLEDGE, AND UNDERSTANDING: Good knowledge and understanding of related local government Acts and Regulations.

SUMMARY OF CORE FUNCTIONS: Liaise with the police, Traffic Defense Force, Head of Security, and organizer during the planning phase of the operational plan to ensure the involvement of all the role players. Provide VIP transportation from point A to point B and ensure safe arrival of such VIPs to their destination, Protection of VIP whether personal, in transit or static to ensure his/her safety.

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER
POSITION : CHAUFFEUR/PROTECTOR X4 (SPEAKERS OFFICE)
DURATION : CONTRACT LINKED TO TERM OF THE SPEAKER-
(RE-ADVERT)
SALARY : R529 801.28 per annum (Excluding benefits)

QUALIFICATIONS: Grade 12 or Equivalent, Driver's License. Knowledge in criminal justice, laws, legal codes and court procedures. Trained in the field of combat defense and weaponry. Firearm competency license, PSIRA compliance and Certificate in advance driving will be an added advantage.

EXPERIENCE: 2 years relevant experience.

SKILLS, KNOWLEDGE, AND UNDERSTANDING: Good knowledge and understanding of related local government Acts and Regulations.

SUMMARY OF CORE FUNCTIONS: Liaise with the police, Traffic Defense Force, Head of Security, and organizer during the planning phase of the operational plan to ensure the involvement of all the role players. Provide VIP transportation from point A to point B and ensure safe arrival of such VIPs to their destination, Protection of VIP whether personal, in transit or static to ensure his/her safety.

PLACE OF WORK : SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT : CORPORATE SERVICES
POSITION : HR CLERK X1 (RE-ADVERT)
DURATION : PERMANENT
SALARY : R329 388.84 per annum (Excluding benefits)

QUALIFICATIONS: A relevant 3 year tertiary qualification in Human Resource Management or related field.

EXPERIENCE: 0-2 years relevant experience required.

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

SUMMARY OF CORE FUNCTIONS: The ability to communicate in writing as appropriate to specific audiences. Ability to scrutinise own work and that of others to ensure accuracy and compliance with the relevant municipal standards.

PLACE OF WORK	: SEKHUKHUNE DISTRICT MUNICIPALITY
DEPARTMENT	: INFRASTRUCTURE AND WATER SERVICES
POSITION	: ADMIN CLERK X2 (RE-ADVERT)
DURATION	: PERMANENT
SALARY	: R329 388.84 per annum (Excluding benefits)

QUALIFICATIONS: Grade 12 and Computer Literacy: MS Office

EXPERIENCE: 0-2 years relevant experience.

SKILLS, KNOWLEDGE, AND UNDERSTANDING: Provides routine clerical support and follows standard procedures; and operates under direct supervision. Understands how a business unit functions, basic knowledge about the municipality

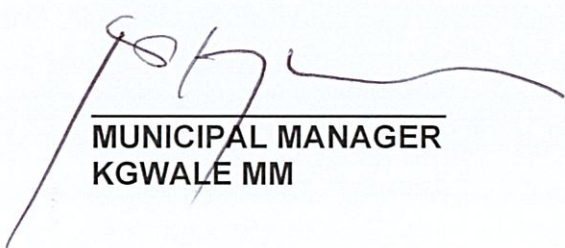
SUMMARY OF CORE FUNCTIONS: Ability to scrutinise own work and that of others to ensure accuracy and compliance with the relevant municipal standards. The ability to interact with others and influence them to adopt the best alternative from a range of options.

Enquiries: Ms. MP Senne or MB Mphaga (Tel: 013 262 777692/ 7415). 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: Mr. Langa Kabini, Tel: 013 262 7727 or hand deliver @ Bareki Mall, Sekhukhune District Municipality, 3 West Street, Groblersdal on or before 28 March 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. Persons who previously applied for the re-advertised post(s) are required to re-apply if still interested. 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**

12/02/2025
DATE