



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

DEPARTMENT: Office of the Municipal Manager

POST: Senior Internal Auditor

DURATION: Permanent

SALARY: R436 609.02 (Total costs to Council)

REQUIREMENTS: A recognized three-year tertiary qualification in Internal Auditing/Auditing/Financial Accounting or equivalent. A minimum of two years experience in Internal Auditing, sound knowledge of the Municipal Finance Management Act, Treasury Regulations, and Generally Accepted Accounting Principle. Good understanding of Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing required. The incumbent will also be expected to have a sound understanding of computer packages (MS Word, MS Excel, Ms PowerPoint) Skills in the application of audit methodology and execution of audit procedures in accordance with the approved audit programme.

KEY PERFORMANCE AREAS: Supervise the work of Internal Auditors; review the planned and the execution of internal audits in accordance with the Internal Audit Strategic and Operational Plan and in compliance with the Standards for Professional Practice of Internal Auditing. Identify and report on control deficiencies relating to compliance with financial operational policies and procedures, compile performance audit reports. Evaluate auditee's response and perform follow-up audits. Perform ad hoc assignments/investigations as and when requested by management, take part in preliminary and closing meetings with the auditee. Any other responsibility assigned from time to time by seniors in the District.

POST: Internal Auditor

DURATION: Permanent

SALARY: R 234 895.67 per annum (excluding benefits)

REQUIREMENTS: A recognized three-year tertiary qualification in Internal Auditing/Auditing, Financial Accounting or related fields, Financial Accounting or related fields or equivalent qualification. A minimum of two years experience in Internal Auditing, sound knowledge of the Municipal Finance Management Act,

Treasury Regulations, Generally Accepted Accounting Principle/Generally Recognized Accounting Practices. Good understanding of Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing. The incumbent will also be expected to have understanding of computer packages (MS Word, MS Excel, and MS Power Point) good interpersonal, written and verbal communication skill, valid driver's licence. Ability to identify and analyse risks during the execution of the audit.

KEY PERFORMANCE AREAS: Conduct Internal audits in accordance with the Internal Audit Strategic and Operational Plan in compliance with the Standards for Professional Practice of Internal Auditing. Conduct reviews of assigned organizational and functional activities; evaluate the existence, adequacy and effectiveness of management controls. Identify and report on control deficiencies relating to compliance with financial and operational policies and procedures. Any other responsibility assigned from time to time by seniors in the District.

POST: **Personal Assistant**

DURATION: **Permanent**

SALARY: **R 234 895.67 per annum (excluding benefits)**

REQUIREMENTS: A grade 12 certificate and secretarial diploma or equivalent qualification plus five (05) years experience in similar environment with ability to enhance executive effectiveness through proactive administrative support. Knowledge and understanding of local government and related legislation. The incumbent will also be expected to have a sound understanding of computer packages (MS Word, MS Excel, and MS PowerPoint) administrative, good interpersonal and communication skills.

KEY PERFORMANCE AREAS: Advising the Municipal manager in relation to feedback progress for managers, and interact with managers reporting to the Municipal manager for feedback and follow-ups. Identify crucial matters, advices and arranges for the municipal manager to attend to them. Assist with secretarial services in respect of meetings chaired by the municipal manager. Coordinate all activities emanating from the office of the municipal manager and delegate to the secretary where necessary. Any other responsibilities assigned from time to time by seniors in the District.

Enquiries: Ms M Ntshudisane (0132627300)

DEPARTMENT: **Office of the Speaker**

POST: **Council Secretary**

DURATION: **Five (05) years Contract**

SALARY: **Negotiable**

REQUIREMENTS: An appropriate B degree or equivalent qualification plus a minimum of five (05) years managerial experience. Good knowledge of Local Government legislations. The incumbent will also be expected to have a sound understanding of computer packages (MS Word, MS Excel, MS Power Point)

good interpersonal relations and leadership skills. Ability to perform under pressure and maintain high standard of ethics and integrity.

KEY PERFORMANCE AREAS: Perform all things reasonably necessary to ensure implementation and execution of all resolutions of the Council. Exercise all such powers and to perform all such as may be reasonably required to assist the Speaker to comply with his/ her responsibilities in respect of the powers and functions reserved for decision by the Council. Ensure that all divisions of the legislature are aligned to the strategic framework of the Municipality and to take all steps within the framework of National and Provincial legislation to ensure the legislature's plans and programmes are implemented. Any other responsibility assigned from time to time by seniors in the District.

POST: **Personal Assistant**

DURATION: **Permanent**

SALARY: **R234 895.67 per annum (excluding benefits)**

REQUIREMENTS: An appropriate Office Administration/secretarial diploma or equivalent qualification plus two (02) years experience in secretarial services. Knowledge and understanding of local government environment. The incumbent will also be expected to have a sound understanding of computer packages (MS Word, MS Excel, Ms PowerPoint) Administrative, good interpersonal and communication skills.

KEY PERFORMANCE AREAS: Providing administrative support to the Speaker, and attending to the mail, faxes, emails on behalf of the Speaker's office. Attending to all of the Speaker's official engagement and take minutes thereof, and managing of the Speaker's daily dairy. Any other duties assigned from time to time by seniors in the District.

ENQUIRIES: Mr David Mabelane (013 2627300)

DEPARTMENT: **Planning and Economic Development**

POST: **Economic Researcher**

DURATION: **Permanent**

SALARY: **R436 609.02 per annum (Total costs to Council)**

REQUIREMENTS: An appropriate B degree in Economics/Agricultural Economics or equivalent qualification plus a minimum of two (02) years experience in Economical Development field. Good knowledge of local government legislations. The incumbent will also be expected to have a sound understanding of computer packages (MS Word, MS Excel, Ms PowerPoint), ability to perform under pressure and interpersonal and people management skill.

KEY PERFORMANCE AREAS: Facilitate the implementation of LED projects, Conducting quantitative and qualitative research and policy analysis in order to build a database of economic information. Advising and providing forecasts to Council on matters such as taxation levels, wages and rates to ensure that the

municipality is economically viable. Analysing national, provincial economic trends, based on research and determining their impact on the functioning of the municipality for purpose of developing a competitive economy. Perform any other duties assigned from time to time by seniors in the District

POST: Senior PMS Officer

DURATION: Permanent

SALARY: R436 609.02 per annum (Total costs to Council)

REQUIREMENTS: An appropriate B degree or equivalent qualification plus three (03) years relevant experience in similar environment. Good knowledge of Local Government legislations. The incumbent will also be expected to have a sound understanding of computer packages (MS Word, MS Excel, MS Power Point) good interpersonal relations and leadership skills. Ability to perform under pressure and maintain high standard of ethics and integrity.

KEY PERFORMANCE AREAS: Coordinate all Municipal PMS activities/issues, and develop performance contracts for section 57 managers. Implement policies and strategies for development of Municipality performance matters, Provide guidance to the Municipality officials on performance and service deliverance improvement. Perform any other duties assigned from time to time by seniors in the District.

POST: Town Planner

DURATION: Permanent

SALARY: R204 499.88 per annum (excluding benefits)

REQUIREMENTS: An appropriate B degree/diploma in Town and Regional Planning or equivalent qualification plus a minimum of three (03) years working experience in the similar environment with the local government sector. Registration with South African Council for planners, good research and implementation, report writing, communication and facilitation skills. The incumbent will also be expected to have a sound understanding of computer packages (MS Word, MS Excel, Ms PowerPoint). A valid driver's licence.

KEY PERFORMANCE AREAS: To ensure that the municipality observe and complies with current town planning legislation, policies and principles. To ensure enforcement of land use management and regulations within the district, plan and advise on the development and layout of urban and rural areas as well as land reform processes. Provide advice concerning the identification and planning of developments on land owned by Sekhukhune District. Liaise with developers in order to facilitate delivery of housing programmes by addressing issues related to township establishments and land delivery. Any other duties assigned from time to time by seniors in the District.

Enquiries: Mr Bongani Molefe (013 2627300)

DEPARTMENT: Budget and Treasury

POST: Manager: Asset Management

DURATION: Permanent

SALARY: R576 323.90 per annum (Total costs of Council)

REQUIREMENTS: An appropriate B degree or equivalent qualification plus five (05) years experience in Asset Management. Knowledge and exposure to municipal asset management, and understanding of local government environment legislation. The incumbent will also be expected to have a sound understanding of computer packages (MS Word, MS Excel, Ms PowerPoint). Administrative, good interpersonal and communication skills.

KEY PERFORMANCE AREAS: Analyzing and aligning operating capacity and capability of the division to deliver against specific key performance areas. Evaluating and commenting on the strengths, weaknesses, opportunities and threats arising out of operational activities and deliveries in the detailed financial reports submitted for perusal to the Head of department and executive Committee. Preparing and presenting reports detailing the status of expenditure and availability of funds for current and short term interventions to sub-committees and strategic management planning workshops and discussion groups. Any other duties assigned time to time by seniors in the District.

POST: Manager: Budget

DURATION: Permanent

SALARY: R576 323.90 (Total costs of Council)

REQUIREMENTS: An appropriate B degree or equivalent qualification plus five (05) years experience in related field. Knowledge and exposure to municipal budget management, and understanding of local government legislations. The incumbent will also be expected to have a sound understanding of computer packages (MS Word, MS Excel, Ms PowerPoint), negotiation, good interpersonal and communication skills.

KEY PERFORMANCE AREAS: Provide guidance to ensure alignment of municipal budgets to integrated Development Plans and PGDS. Facilitate and Monitor municipal budgetary preparation Process. Monitor the implementation of municipal budget and give advice on redirection of resources to ensure effective efficient and economic utilisation. Capacitating municipalities on budget related matters, and ensure multi-year allocation to municipalities are tabled and gazetted. Analyze monthly department budgeting and accounting reports to maintain expenditure controls. Perform any other duties assigned from time to time by seniors in the District.

Enquiries: Mr Mpho Maepa (013 2627300)

DEPARTMENT: Corporate Services
POST: Labour Relations Officer
DURATION: Permanent
SALARY: R209 743.47 per annum (excluding benefits)

REQUIREMENTS: An appropriate Diploma / B Degree in Labour Relations plus three (3) years experience in a similar environment, knowledge & understanding of Local government and Labour legislation. Sound understanding of computer packages (MS Word, Excel, PowerPoint etc). Valid code B or EB drivers license, Interpersonal, Negotiation, Investigation, facilitation, presentation and communication skills. Ability to perform under pressure and maintain high standard of ethics and integrity.

KEY PERFORMANCE AREAS: Represent the municipality at disciplinary hearings, conciliation, Arbitration and CCMA. Handle grievances & complaints. Facilitate collective bargaining and District Labour Relations Practitioner's Forum. Handle strike actions. Advise employees and line managers/supervisors on labour related matters. Conduct training on labour related policies & monitor adherence. Perform any other duties assigned from time to time by seniors in the District.

Enquiries: Mr Phakane Phahlamohlaka (013 2627300)

DEPARTMENT: Infrastructure and Water Services
POST: Manager: Operations and Maintenance
DURATION: Permanent
SALARY: R576 323.90 per annum (Total costs of Council)

REQUIREMENTS: An appropriate B degree in Civil engineering or equivalent qualification plus three (03) years experience in the field. Knowledge and exposure to infrastructure projects, and understanding of local government environment legislation. The incumbent will also be expected to have understanding of computer packages (MS Word, MS Excel, and MS Power Point) administrative, good interpersonal and communication skills.

KEY PERFORMANCE AREAS: To direct and control the operation, installation, maintenance and repair activities for the water, and sanitation systems and fleet maintenance, coordinate and control the set-up, work in progress and completion of specialized tasks activities associated with the mechanical maintenance and repair of diesel/petrol heavy plant and vehicles. Responsible for the activities conducted by the engineer staff while implementing projects in the field directly or through partners. Any other responsibilities assigned from time to time by seniors in the District.

POST: Water Quality Officer

DURATION: Permanent

SALARY: R148 447.06 per annum (excluding benefits)

REQUIREMENTS: An appropriate diploma in water care/water and sanitation or equivalent qualifications plus two (02) years experience in the relevant field. Knowledge and understanding of local government and related legislation. The incumbent will also be expected to have a sound understanding of computer packages (MS Word, MS Excel, and MS PowerPoint) Good interpersonal relations, communication skills and a valid driver's license.

KEY PERFORMANCE AREAS: Analyze water to detect water borne diseases, and coordinate with the ISD in order to campaign for awareness to the communities. Draw water from the rivers and wells for sampling and capture the water sampling reports. Any other responsibilities assigned from time to time by seniors in the District.

POST: Project Manager (PMU)

DURATION: Permanent

SALARY: R209 743.47 per annum (excluding benefits)

REQUIREMENTS: A national diploma in Project management or equivalent qualification plus three (03) years related experience Knowledge and experience of project management and understanding of local government legislations .The incumbent will also be expected to have a sound understanding of computer packages (MS Word, MS Excel, MS Power Point) good interpersonal relations and effective communications skills.

KEY PERFORMANCE AREAS: Monitor all capital projects. Co-ordinate specific administrative and financial sequences associated with projects. Any other responsibilities assigned from time to time by seniors in the District.

POST: Energy Coordinator

DURATION: Permanent

SALARY: R209 743.47 per annum (excluding benefits)

REQUIREMENTS: A national diploma in Electrical Engineering or equivalent qualification plus two (02) years experience in electricity activities. Knowledge and understanding of local government legislations .The incumbent will also be expected to have a sound understanding of computer packages (MS Word, MS Excel, MS Power Point) good interpersonal relations and communications skills.

KEY PERFORMANCE AREAS: Preparation of District Wide Electricity Master Plan. Implementation of the electricity infrastructure projects, development and implementation of the Energy Saving Plans. Consolidation of the electricity programs within the district. Coordinate and report to the District and Provincial Energy Forums. Any other responsibilities assigned from time to time by seniors in the District.

Enquiries: Mr Jackson Nkadimeng (013 2627300)

DEPARTMENT: Community services

POST: Secretary

DURATION: Permanent

SALARY: R148 447.06 per annum (excluding benefits)

REQUIREMENTS: An appropriate secretarial qualification plus two (02) years experience in secretarial services. Knowledge and understanding of local government environment. The incumbent will also be expected to have a sound understanding of computer packages (MS Word, MS Excel, Ms PowerPoint) Administrative, organising, good interpersonal and communication skills.

KEY PERFORMANCE AREAS: Schedule, confirm and update the diary of the Director and indicate priority/urgent meetings requiring attention. Arrange venues and attend to catering/refreshments required, prepare notifications, agendas and minutes for specific meetings. Attend to telephone calls and visitors of the Director. Perform any other duties assigned from time to time by seniors in the District.

Enquiries: Mr Abram Mangoato (013 2627300)

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 certificates to the Department of Human Resources for the Attention: **Ms Mary Maboea /Mr. Makgalemane Mapheto** @ the following address: The Municipal Manager, Sekhukhune District Municipality, Private Bag X 8611, Groblersdal, 0470 Tel. (013) 262 7300/1/2 or hand deliver @ 2 Hamman Street, Groblersdal on or before **04 OCTOBER 2011. 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**

ACTING MUNICIPAL MANAGER: MRS M J NTSHUDISANE