



# SEDIBENG DISTRICT MUNICIPALITY

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## WITHDRAWAL OF POSITIONS ADVERTISED ON THE WEBSITE

The above-mentioned matter hereby refers.

We hereby wish to inform everyone that the following positions which were advertised externally on Sedibeng District Municipality website from the 06 September 2024 to the 20 September 2024 have been withdrawn forthwith until further notice. The adverts for these positions are therefore no longer valid.

1. **VIP Protector Officer for the Executive Mayor (Job Level 07)**
2. **Assistant Manager : HIV/AIDS Secretariat (Job Level 04)**
3. **Assistant Manager: Agriculture (Job Level 04)**
4. **Office Manager: Office of the MMC: Health and Social Services (Job Level 07)**
5. **Manager Municipal Health Services (Job Level 03)**

Sedibeng District Municipality will like to apologise for the inconvenience.

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**MR. FM MATHE**  
**MUNICIPAL MANAGER**



**VACANT POSTS –INTERNAL/EXTERNAL**

The Sedibeng District Municipality with its seat in Vereeniging invites candidates to apply for the following performance-based.

**CORPORATE SERVICES**

<b>CLUSTER</b>	<b>CORPORATE SERVICES</b>
<b>DEPARTMENT</b>	<b>SECURITY SERVICES</b>
<b>POSITION</b>	<b>VIP PROTECTOR OFFICER FOR THE EXECUTIVE MAYOR (INTERNAL/EXTERNAL POST)</b> (This Position is a fixed term position linked to the political head; contract will terminate 30 days after the political head leaves office)
<b>SALARY</b>	<b>JOB LEVEL 07 (R589 414.02 p.a)</b> total salary package
<b>REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>•Grade 12</li> <li>•Code EB drivers' license</li> <li>•Advanced Driving Course Certificate</li> <li>•Firearm Competence Certificate</li> <li>•VIP protection course certificate</li> </ul>
<b>EXPERIENCE</b>	1- 2 Years
<b>JOB PURPOSE</b>	<b>To provide a proactive, alert and dedicated protection for the Executive Mayor to allow her/him to execute her duties freely within and outside Sedibeng District Municipality boundaries by:</b>
<b>DUTIES</b>	<ol style="list-style-type: none"> <li>1. Providing a professional effective and accountable Close VIP protection (in-transit and/or static security) services to the Executive Mayor.</li> <li>2. Driving the Executive Mayor to and from identified areas whilst executing his/her official functions within the parameters of the law, Council policy and principles applicable to safety of life, limb and property.</li> <li>3. Rendering venue protection at places outside Sedibeng District Council visited by the Executive Mayor as per Operation Plans.</li> <li>4. Performing duties outside of normal hours when transporting the Executive Mayor</li> </ol>
<b>COMPETENCY REQUIREMENTS OF THE POST</b>	<p><b>Physical Proficiency</b></p> <ul style="list-style-type: none"> <li>➤ Ensures vigilance by maintaining attention, watchfulness and responsiveness over time</li> <li>➤ Demonstrate good coordination</li> <li>➤ Demonstrate psychological soundness to carry and utilize a firearm</li> <li>➤ Ability to give fast responses to signals or stimulus</li> <li>➤ Ability to maintain concentration, effectiveness and productivity levels over the course of long working hours</li> <li>➤ Ability to manage stressful situations and remain composed</li> <li>➤ Ability to maintain high energy levels</li> </ul> <p><b>Listening Skills</b></p> <ul style="list-style-type: none"> <li>➤ Listens attentively to others.</li> <li>➤ Listens carefully, paying full attention to the speaker.</li> <li>➤ Has good reputation for patiently and politely listening to others.</li> <li>➤ Practices attentive and active listening, often paraphrasing the message of the speaker to ensure understanding</li> </ul>



**Oral Communication**

- Speaks clearly and can be easily understood.
- Applies protocol to the choice of words used
- Verifies understanding and prevent misunderstandings.
- Demonstrates an approachable, accepting and helpful attitude in his/her interactions with clients
- Knowledge of use correct channels of communication

**Professionalism**

- To ensure that appearance of self is in line with the corporate image and that behaviour contributes to the improvement of the public image of the profession.
- To ensure personal punctuality
- Ability to bring a positive attitude to work

**Honesty & Integrity**

- Demonstrate an ability to conduct oneself in accordance with organizational values
- Ability to admit own mistakes and weaknesses and seeks help from others were unable to deliver
- Demonstrate an ability to honour the confidentiality of matters and does not use it for personal gain or the gain of others

**Dealing with Crises**

- Identifying potential crisis situations early on;
- Acting quickly to deal with a crisis;
- Solving potential problems and negative outcomes in a proactive manner, where possible;
- Alerting others who may need to respond quickly to the crisis;
- Learning from the experience so that similar situations can be avoided in the future.

**POLITICAL MANAGEMENT TEAM**

**FIXED TERM CONTRACT**

<b>CLUSTER</b>	<b>POLITICAL MANAGEMENT TEAM (PMT)</b>
<b>DEPARTMENT</b>	<b>OFFICE OF THE EXECUTIVE MAYOR</b>
<b>POSITION</b>	<b>ASSISTANT MANAGER: HIV/AIDS SECRETARIAT (INTERNAL/EXTERNAL POST). (This Position is a fixed term position linked to the political head; contract will terminate 30 days after the political head leaves office)</b>
<b>SALARY</b>	<b>JOB LEVEL 04 (R 808 147,28 p. a) total salary package</b>
<b>REQUIREMENTS</b>	Grade 12 plus Three (3) year Degree or National Diploma in HIV & AIDS, General Nursing, Social work or Relevant Qualification Computer Literacy
<b>EXPERIENCE</b>	3 years' experience in the related field.
<b>JOB PURPOSE</b>	<b>To facilitate the involvement of the Local Municipalities and the Government sector to participate in the HIV &amp; AIDS District response by:</b>
<b>DUTIES</b>	<ol style="list-style-type: none"> <li>1. Executing, planning to achieve goals as set out in the Integrated Development Plan (IDP) and the Service Delivery Budget Implementation Plan (SDBIP).</li> <li>2. Managing the role boundaries, workflow process and job design against laid down service delivery requirements.</li> <li>3. Supporting and contributing to the formulation and implementation of policies, procedures and guidelines pertaining to HIV/AIDS.</li> <li>4. Coordinate, monitor, support and oversee the implementation of the multi sectoral AIDS Response strategy of the Sedibeng District Municipality.</li> <li>5. Coordinate and maintaining communication network externally (Local, Provincial and National) so that all views, actions and programs are shared and understood to create synergy in the fight against HIV &amp; AIDS program.</li> <li>6. Set up and lead scheduled DAC Secretariat meetings with Local coordinators to track progress of implementation of strategy.</li> </ol>
<b>COMPETENCY REQUIREMENTS OF THE POST</b>	<p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>➤ Understands, analysis and monitors financial reports</li> <li>➤ Ensures proper records of financial affairs and transactions</li> <li>➤ Prepares financial reports and guidelines based on prescribed format</li> <li>➤ Aligns expenditure to budgets and cash flow projections</li> </ul> <p><b>People Management and Empowerment:</b></p> <ul style="list-style-type: none"> <li>➤ Gives direction to the team in realising the municipality's strategic objectives</li> <li>➤ Delegates and empowers others to increase contribution and level of responsibility and accountability</li> <li>➤ Able to manage own time/priorities as well as time of colleagues and other stakeholders/service providers</li> </ul> <p><b>Project and Programme Management</b></p> <ul style="list-style-type: none"> <li>➤ Defines roles and responsibilities for project team members and clearly communicates expectations</li> <li>➤ Sets and manages service level agreements with contractors</li> <li>➤ Manages multiple projects/programmes</li> </ul> <p><b>Organizational Awareness/Political Impact</b></p> <ul style="list-style-type: none"> <li>➤ Demonstrates an understanding of the municipal and local government processes</li> <li>➤ Understands and internalizes the municipality's priorities and goals</li> <li>➤ Understands sector policies and legislation</li> <li>➤ In-depth knowledge of the issues impacting service delivery</li> </ul>



**STRATEGIC PLANNING ECONOMIC AND DEVELOPMENT**

<b>CLUSTER</b>	<b>SPED</b>
<b>DEPARTMENT</b>	<b>LOCAL ECONOMIC DEVELOPMENT (LED)</b>
<b>POSITION</b>	<b>ASSISTANT MANAGER: AGRICULTURE (INTERNAL/EXTERNAL)</b>
<b>SALARY</b>	<b>JOB LEVEL 04 (R 570,048.00 – R 629,316.00 p. a) plus benefits for a grade 11 local authority</b>
<b>REQUIREMENTS</b>	Grade 12 plus B Degree: Public Administration or a degree in a related field
<b>EXPERIENCE</b>	3 years' experience in related field
<b>JOB PURPOSE</b>	<b>To facilitate, promote, and coordinate the development of Agriculture in the region in order to grow the district economy by:</b>
<b>DUTIES</b>	<ol style="list-style-type: none"> <li>1. Establishing objectives which will guide the activities of the unit within the framework set out by the overall organizational objectives assisting with the promotion of new and unique Agri-industry value-added products, services and businesses.</li> <li>2. Providing inputs in the development of key, critical and specific objectives which determine the results to be accomplished by the unit.</li> <li>3. Supporting the Manager: Local Economic Development leading the administrative aspects of the process for drafting/ reviewing and adopting the Agriculture Policy Assisting in the development and annual updating of the agriculture/Agri-industry components of an economic development strategy</li> <li>4. Analyzing and aligning operating capacity and capabilities of the section to deliver against specific key performance areas</li> <li>5. Consulting with the Local Agriculture Forum and other local Agriculture stakeholders in the district communities to consolidate inputs for development and review of Agriculture Development Program/Plan in line with the Provincial Department of Finance and Economic Development Program/Plan.</li> <li>6. Facilitating the development and maintaining Agriculture stakeholder relations within the district.</li> </ol>
<b>COMPETENCY REQUIREMENTS OF THE POST</b>	<p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>➤ Understands, analyses and monitors financial reports</li> <li>➤ Ensures proper records of financial affairs and transactions</li> <li>➤ Prepares financial reports and guidelines based on prescribed format</li> <li>➤ Aligns expenditure to budgets and cash flow projections</li> </ul> <p><b>People Management and Empowerment</b></p> <ul style="list-style-type: none"> <li>➤ Gives direction to the team in realising the municipality's strategic objectives</li> <li>➤ Delegates and empowers others to increase contribution and level of responsibility and accountability</li> <li>➤ Able to manage own time/priorities as well as time of colleagues and other stakeholders/service providers</li> </ul> <p><b>Project and Programme Management</b></p> <ul style="list-style-type: none"> <li>➤ Defines roles and responsibilities for project team members and clearly communicates expectations</li> <li>➤ Sets and manages service level agreements with contractors</li> <li>➤ Manages multiple projects/programmes</li> </ul> <p><b>Organizational Awareness/Political Impact</b></p> <ul style="list-style-type: none"> <li>➤ Demonstrates an understanding of the municipal and local government processes</li> <li>➤ Understands and internalizes the municipality's priorities and goals</li> <li>➤ Understands sector policies and legislation</li> <li>➤ In-depth knowledge of the issues impacting service delivery</li> </ul>



**CLUSTER: COMMUNITY SERVICES**

<b>DEPARTMENT</b>	<b>MMC: HEALTH AND SOCIAL SERVICES (INTERNAL/EXTERNAL)</b>
<b>POSTION</b>	<b>OFFICE MANAGER</b>
<b>SALARY</b>	<b>Job Level 07 (R589 414.02 total salary package (This Position is a fixed term position linked to the political head; contract will terminate 30 days after the political head leaves office)</b>
<b>REQUIREMENTS</b>	<b>Grade 12 Diploma in Office Management Computer Literacy (Microsoft Office)</b>
<b>EXPERIENCE</b>	<b>2 years' experience in a similar environment</b>
<b>JOB PURPOSE</b>	<b>Coordinates activities and requirements associated with the office of the Executive Manager Community Services through the application of administrative and secretarial procedures and execution of sequences associated with the communication, planning, and prioritization of critical, confidential and important appointment, event and meetings by:</b>
<b>DUTIES</b>	<ol style="list-style-type: none"> <li>1. Performs specific tasks activities associated with the provision of Administrative and Secretarial support</li> <li>2. Performs tasks associated with the provision of Reception/Telephonic services</li> <li>3. Coordinating administrative functions of five departments (Human Resources, Utilities and Information Management) in the Cluster</li> <li>4. Prepare and routine correspondence and compile data, statistics other information adhered to in this regard</li> <li>5. Promoting good governance and risk management</li> <li>6. Adhering to all Batho-Pele principles which requires public servants to be polite, open and transparent and to deliver good service to the public.</li> </ol>
<b>COMPETENCY REQUIREMENTS OF THE POST</b>	<p><b>Written Communication:</b> The ability to communicate in writing as appropriate to specific audiences.</p> <p><b>Oral Communication:</b> The ability to articulate a message in an understandable and convincing manner</p> <p><b>Business Processes:</b> Ability to engage with systems or component processes and make continuous improvements</p> <p><b>Influencing:</b> The ability to interact with others and influence them to adopt the best alternative from a range of options</p> <p><b>Ethics And Professionalism:</b> The ability to identify and deal with ethical issues and conflicts of interest.</p> <p><b>Organisational Awareness:</b> The ability to understand the municipality's objectives, and the impact of decisions on the community and the functioning of the department.</p> <p><b>Problem Solving:</b> The ability to identify potential problem areas, to break the problem into component parts, generates potential solutions, select an option and implement it.</p> <p><b>Problem Solving:</b> The ability to identify potential problem areas, to break the problem into component parts, generates potential solutions, select an option and implement it.</p> <p><b>Planning And Organising:</b> The ability to plan activities within specific timeframes and then to execute these</p>



activities according to plan.

**Data Processing & Analysis:** Ability to process data and bring out about improvements in the way in which it is processed.

**Use Of Technology:** The ability to utilise technology in the workplace to optimise functioning of the Municipality.

**Attention To Detail:** Ability to scrutinise own work and that of others to ensure accuracy and compliance with the relevant municipal standards.

**CLUSTER: TRANSPORT INFRASTRUCTURE AND ENVIRONMENT**

<b>POSITION</b>	<b>MANAGER MUNICIPAL HEALTH SERVICES (INTERNAL/EXTERNAL)</b>
<b>SALARY</b>	<b>JOB LEVEL 03 (R677. 784 00) per annum plus benefits of a Grade 11 Local Authority</b>
<b>REQUIREMENTS</b>	Grade 12, B-Degree in Environmental Health or equivalent, Management Qualification will be an added as Recommendation, Valid Code B Driver's License, Current Registration: Health Professions Council of SA as an Environmental Health Practitioner
<b>EXPERIENCE</b>	5-7 years relevant experience of which 5 years must be at a Supervisory or managerial Level.
<b>JOB PURPOSE</b>	<b>Manage and coordinate the implementation of Municipal Health Services Policies, guidelines, statutory requirements and programs designed to create awareness, to reduce environmental health risks and maintain and sustain a healthy environment by:</b>
<b>DUTIES</b>	<ol style="list-style-type: none"> <li>1. Identify short, medium and long-term objectives and planning on functional areas associated with specific performance of Municipal Health Services.</li> <li>2. Managing the scope of the Profession of the Municipal Health Services as stipulated in the Health Professional Act.</li> <li>3. Ensuring the implementation and act as custodian of the gazette norms and standards for Municipal Health Services.</li> <li>4. Analyses trends, operating requirements and forward plans to establish funding and expenditure for Municipal Health Services.</li> <li>5. Direct and control outcomes associated with the utilization, productivity and performance of personnel as per the service level agreement s with the Local Municipalities around the rendering of Municipal Health Services as an Agent for the Sedibeng District Municipality.</li> <li>6. Applicants must be familiar with the Municipal Finance and Management Act (MFMA) and revenue and expenditure control (Budgeting control).</li> </ol>
<b>COMPETENCY REQUIREMENTS OF THE POST</b>	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Demonstrate effective oral and written communication</li> <li>• Show an understanding of the issue at hand in the environmental health sector and the regulatory statutes.</li> </ul> <p><b>Organizational Awareness</b></p> <ul style="list-style-type: none"> <li>• Demonstrate understanding on how a municipality works</li> <li>• Is aware of the municipality's goals and objectives</li> <li>• Is diplomatic and tactful.</li> </ul> <p><b>Conceptual Thinking</b></p>

- structured parameters and guidelines including legislation and regulations when solving problems
- Knows when to refer problems to superior for resolution
- Shows initiative in suggesting possible solutions to certain problems

**Project Management**

- Show initiative in suggesting possible solutions to certain problems Manages the assigned task to the agreed standards and meets deadlines
- Use time effectively and remain focused- does not become easily distracted
- Priorities activities effectively to ensure tasks are completed within schedule  
Ensure work is accurate and complete

**Financial Management**

- Shows initiative in suggesting possible solutions to certain problems
- Coordinate payment to the service providers and from the communities in items of fines and other corrective measures.
- Demonstrates the understanding of the supply chain management of the municipality  
Understanding of the Municipal Finance Management Act

**Information Measuring and Monitoring**

- Captures data accurately, checking for accuracy  
Able to conduct data analysis

**Technology Usage**

- Demonstrate computer literacy and is competent in a numbers of software packages relevant to the role  
Understands the operating instructions of relevant technology (both hardware and software) utilized in the department



Sedibeng District Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from designated groups are encouraged to apply. Sedibeng District Municipality reserves the right not to make an appointment in the above-mentioned position, although advertised, it can be filled by way of transfer or deployment, should it be considered to be in the interest of service delivery. If you do not hear from us within 60 days after the closing date, kindly accept that your application was unsuccessful as communication will be limited to shortlisted candidates only. Canvassing of councillors or employees, in respect of the position, will lead to immediate disqualification of the application. •Please note that recommended candidates will undergo security vetting, including inter alia competency assessments, the verification of curriculum vitae, all qualifications and criminal records. The successful candidate will be required to sign an employment contract, a performance agreement as well as to disclose their financial interests.

The application form can be downloaded from our website: [www.sedibeng.gov.za](http://www.sedibeng.gov.za) and attach a comprehensive Curriculum Vitae (CV), certified copies of qualifications, driver's license and Identity Document and Registration with the Health Professions Council of SA.

1. Applications must be hand-delivered to the Human Resources Department during office hours, First Floor (Room 106), Corner Leslie Avenue and Beaconsfield Street, Vereeniging during office hours only.
2. Or be posted to Human Resources Department, P.O. Box 471, Vereeniging, 1930

All enquiries relating to job content can be directed to: The Human Resources Department during office hours from 08:00 to 16:00, HR Contact: 066 473 4266.

**CLOSING DATE FOR ALL APPLICATIONS IS 20 SEPTEMBER 2024**

Sedibeng District Municipality is an equal opportunity and affirmative action employer. It is our intention to promote equitable representivity through the filling of these positions.

**Mr. F.M Mathe  
Municipal Manager  
Sedibeng District Municipality**

