



# BA-PHALABORWA MUNICIPALITY

Ba-Phalaborwa Municipality, with its seat in Phalaborwa, invites applications from suitably, experienced and dynamic individuals. It is our intent to promote representivity in terms of race, gender and disability in the filling of the following positions:

Office of the Municipal Manager

## Head of Centre Disaster Management

(Employment Equity position)

Basic salary: R327 423.44 per annum (fixed-term) (Level 3)  
(Ref. MM 16/01/01)

**Requirements:** • 3-year National Diploma in Disaster Management/Safety Management/Risk Management or equivalent • 5 years in a Supervisory position • Preparedness to be subjected to security clearance.

**Key performance areas:** • Promote an integrated and coordinated approach to Disaster Management, according to the Disaster Management Act, 57 of 2002 and the National Disaster Management Framework in the Ba-Phalaborwa Municipal area with the emphasis on prevention and mitigation by all role-players • Plan and manage activities of the Department in terms of the prescripts of the Disaster Management Framework • Analyse activities and information in terms of the preparedness, prevention, relief and response with regard to disaster • Ensure that work is performed according to work plan, normal operating activities and ad hoc instructions by, inter alia, developing and monitoring systems, policies, procedures and process to ensure correct working operations and practices by ensuring progress of working activities by performing ad hoc inspections and considering written and verbal reports from reporting staff • Develop sectional vision and strategy and ensure implementation by providing inputs into and generating aspects that should be included in the organisational structure • Recommend policies appropriate for the section for consideration by Council via the Department Manager • Manage performance of employees in the section by developing standards for performance or instructing reporting staff to do so in order to ensure standardisation of performance levels and operations • Plan and manage utilisation of resources in order to perform activities by performing human resources and administrative activities • Perform Disaster Management functions in terms of existing legislation by, inter alia, performing client and public services functions • Perform any other Disaster Management-related tasks that might be allocated from time to time by the Director or Municipal Manager.

## Manager: Arts and Culture

(Employment Equity position)

Basic salary: R275 269.37-R303 845.01 per annum (Level 5)  
(Ref. MM 16/01/02)

**Requirements:** • Grade 12 • 3-year National Diploma in Public or Business Administration/Management or equivalent qualification • Driver's licence • Computer literacy • 3 years' experience in public management and knowledge of municipal environment • Preparedness to be subjected to security clearance • Knowledge of Local Government • Good communication skills, written and verbal • Problem-solving ability • Leadership and interpersonal skills.

**Key performance areas:** • Facilitate and ensure functioning of the office of the sporting codes in Ba-Phalaborwa Municipality on both strategic and operational plan • Organise and facilitate meetings with stakeholders on sporting codes as well as establish and maintain an efficient and effective administrative system • Coordinate and organise Municipal Sport operations and programmes and provide support to the School and community sports • Supervise and monitor sport development in Ba-Phalaborwa Municipality and coordinate such with the District, Province and the National Government • Manage all sporting codes employed within the Municipality • Record processing of the meetings and effect decisions including the follow up and responses • Ensure that all correspondence and other documentations involving sports, arts and culture receive attention and response • Serve as a linkage between the Municipality, stakeholders and the community about sports, arts and culture • Manage all sports programmes of the Municipality for both employees and the community in line with upper structures and maintain daily, weekly, monthly and yearly report activities to ensure preparedness of the sports in general • Manage procurement and provision services in respect of sporting activities including budget control • Coordinate and organise both employees and the community municipal sports operations and enabling programmes to be functional.

## Communication Researcher

Basic salary: R243 080.70-R268 442.18 per annum (Level 6)  
(Ref. 16/01/03)

**Requirements:** • Grade 12 • 3-year National Diploma/Media Studies/Public Relations/Journalism • Effective communication • 3 years' working experience in communications • Preparedness to be subjected to security clearance.

**Key performance areas:** Content development and management research by: • Developing content of events • Managing any research pertaining to communication • Conducting research before any activity • Ensuring feedback on issues raised by the community • Monitoring media both print and electronics • Monitoring newspapers on a daily basis • Giving views on media articles and press statements • Developing project plans • Convening preparatory meetings • Publicising the events • Dealing with all logistical arrangements • Ensuring that there is mass mobilisation • Branding and marketing of the institution • Ensuring that the image of the municipality is beyond approach • Updating the website • Assisting in compiling of newsletter • Collating and editing the information for the newsletter • Ensuring that the newsletter is produced.

Department of Corporate Services

## Desktop and System Support

(Employment Equity position)

Basic salary: R243 080.70-R268 442.18 per annum (Level 6)  
(Ref. CORS16/02/01)

**Requirements:** • Grade 12 • 3-year National Diploma in Information Technology (IT) or equivalent • N+, A+, MCSE, ITIL or equivalent • Code B driver's licence • 3 years' working experience • Preparedness to be subjected to security clearance.

**Key performance areas:** • Be responsible for all aspects of systems administration, including networks, application, databases and telecommunication • Be responsible for implementation, configuration, coordination, control, maintenance, troubleshooting, security, usage monitoring and the development of specialised system procedures • Install, maintain and service computer systems and related machines such as printers, PCs and laptops • Provide end user support on MS Office and Windows XP/Windows 7 • Act as Network and Server 2000/2003 administrator • Provide Internet and MS Outlook support • Install routers and switches • Upgrade software on computer systems and security patches and services packs • Diagnose and rectify faults on the network infrastructure and advise • Diagnose and rectify faults relating to hardware and software • Load and upgrade Windows and other software • Make network cable fly leads and patch leads • Install and configure computer/desktops in the Windows environment • Be responsible for application installation and configuration of Municipal ER Systems • Provide 1<sup>st</sup> line support • Respond to logged calls with SP for related problems • Ensure the status and success of backup performed • Ensure network availability and performance on LAN and on services levels experienced on all segments of WAN • Create user names and mailboxes on the server • Update the antivirus daily and install • Perform administrative function on exchange server • Maintain the DHCP and active directory • Advise on the specification of hardware and software • Advise on the network solutions and topologies • Be responsible for IT assets register • Perform ad hoc duties as directed by the Assistant Director: IT.

Department of Community and Social Services

## Assistant Director: Parks and Cemeteries

(Employment Equity position)

Basic salary: R327 423.44 per annum (all-inclusive) (Level 3)  
(Ref. CSS16/03/01)

**Requirements:** • Grade 12 • 3-year National Diploma in Horticulture/Environmental Science or equivalent • Driver's licence • Computer literacy • Bilingualism • Negotiation skills • Attention to detail • Finance skills • Communication and interpersonal skills • 5 years' working experience as Horticulturist.

**Key performance areas:** • Plan and manage activities of division to ensure the delivery of parks and cemeteries services • Analyse maintenance activities, information in terms of service supply and demands and other statistics and perform physical inspections in order to identify needs in terms of service delivery, new infrastructure or changes to maintenance plans • Develop Sectional Vision and Strategy and ensure implementation thereof to ensure achievement of Council objectives • Manage performance of employees in the section to ensure effective and efficient productivity by developing standards for performance of staff in order to ensure standardisation of performance levels and operations • Plan and manage the utilisation of resources in order to perform activities by determining resources necessary to perform the scope of work • Develop and monitor systems, policies, procedures and processes to ensure correct working operations and practices • Perform human resources and administrative activities to ensure good employer-employee relationship and to promote a high level of employee morale • Perform parks and cemetery's infrastructure construction and maintenance activities to ensure the executing and improvement of parks and recreation • Manage contracts for construction and maintenance activities to ensure effective control over contractors • Perform client and public service functions to ensure proper communication.

Department of Planning and Development

## Manager: Integrated Development Plan

(Employment Equity position)

Basic salary: R275 269.37-R303 845.01 per annum (Level 5)  
(Ref. PD16/04/01)

**Requirements:** • Grade 12 • 3-year National Diploma in Developmental Studies/Public Management/Administration or equivalent • Advanced computer literacy in MS Word, PowerPoint and Projects • Sound knowledge of Local Government legislation • Strategic planning and sound knowledge of strategic process • Good communication skills • 3 years' working experience in a Local Government environment (management experience will be an added advantage) • Preparedness to be subjected to security clearance.

**Key performance areas:** • Manage and direct the development and effective implementation of the IDP, budget integration and the performance management system and ensure integrated environmental management and sustainable development • Ensure that the annual review of the IDP and the performance management system are in compliance with the legislation • Direct municipal transformation by ensuring an acceptable level and quality of public stakeholder participation in municipal strategic planning, budgeting and institutional performance management • Provide strategic support to the Municipal Manager on matters relating to the IDP, budget integration and performance management • Manage staff and the section on a day-to-day basis to ensure the effective running of the IDP Section • Manage and direct the process of implementing, monitoring and reviewing the IDP • Direct the process so as to ensure that the Municipality is in contact and conducts its affairs in a manner that is consistent and thrives to achieve the strategic sector plan, development priorities and objects as reflected in the IDP • Prepare regular monthly reports on the IDP budget integration and performance management.

Department of Technical Services

## Assistant Director: Water and Sanitation

(Employment Equity position)

Basic salary: R327 423.44 per annum (all-inclusive) (Level 3)  
(Ref. TS16/05/01)

**Requirements:** • Grade 12 • 3-year National Diploma in Civil/Mechanical Engineering (S4) or equivalent • Code B driver's licence • 3 years' experience at management level • Preparedness to be subjected to security clearance.

**Key performance areas:** • Monitor and maintain the Municipality's water and sewer systems for operation and maintenance of water supply and sewer management systems • Adhere to all environmental and provincial/municipal regulation and requirements with regard to operation, monitoring and reporting • Operate sewer and storm sewer systems by applying sound knowledge of the Municipality's sewer and storm sewer systems in order to help coordinate projects with engineers and contractors • Monitor the maintenance of electrical systems, sensory equipment in all pump stations and wastewater treatment • Operate water systems by applying sound knowledge of the Municipality's water system in order to help coordinate water projects with engineers and contractors • Ensure that the bulk supply of water to reservoir is monitored by maintenance team and also boreholes are in operation • Plan, prioritise and schedule water and sanitation services projects and maintenance work communicating with the immediate superior and establishing technical details/specifications and requirements for specific project and related maintenance works • Coordinate and control task/activities associated with controlling personnel performance, productivity and discipline by monitoring attendance/conduct and output and addressing deviations from agreed performance • Address workplace conflict/conduct through the initiation and coordination of consultative processes and implementation of specific disciplinary procedures.

## Assistant Director: Project Management

(Employment Equity position)

Basic salary: R327 423.44 per annum (all-inclusive) (Level 3)  
(Ref. TS16/05/02)

**Requirements:** • Grade 12 • 3-year National Diploma in Civil Engineering (S4) or equivalent qualification • Code B driver's licence • 3-5 years in project management, storm water and building construction • Preparedness to be subjected to security clearance.

**Key performance areas:** • Render technical support and evaluate proposed projects in alignment with the respective Municipal IDP • Project manage the labour-intensive projects in line with the Expanded Public Works Programme framework related to reporting requirements as per MIG guidelines • Arrange regular project progress meetings with service providers • Ensure compliance with all legal aspects and conditions as required from the different spheres of Government • Conduct site visits/plan to ensure compliance with business plan conditions as per MIG guidelines • Manage cash flow and committed project expenditure for MIG projects • Approve designs and contractor management • Verify payment certificate and prepare monthly payments schedule documents for MIG-funded projects • Monitor and evaluate projects • Assist with other related municipal infrastructural programmes • Liaise with other spheres of Government, Municipalities, Councilors and the public • Be responsible for financial control of projects and operating budgets • Ensure implementation of all municipal projects, performance management system, policies and procedures of the Municipality • Communicate with the immediate superior and establish technical details/specifications and requirements for specific project • Analyse financial resource requirements against project scope and timeframes with a view to optimising, utilising and achieving cost-effective inputs into the preparation of budgets • Prepare resource allocation schedules (cost, material and time conducting briefing sessions with specialist/supervisory and/or contractors, explaining requirements and outcomes) • Respond to urgent/unscheduled work requests, allocate resources and provide direction/guidelines on requirements and expected outputs to the management team • Perform any other duties that may be assigned by the Supervisor.

## Specialised Operator/TLB

Basic salary: R122 208.99-R129 904.24 per annum (Level 11)  
(Ref. TS16/05/05)

**Requirements:** • SAQA Unit standard ID in "Operate a Tractor Loader Backhoe" (TLB) or equivalent • 2-3 years' working experience • Preparedness to be subject to work in all weather conditions • Preparedness to work in confined areas • Preparedness to be subjected to security clearance.

**Key performance areas:** • Provide support during the installation, repair and maintenance of water reticulation systems by using TLB machine to excavate defined areas • Lay pipes and lines, clean and/or clear obstructions and overgrown roots interfering with sewer and drainage systems • Excavate and backfill trenches to defined levels using machinery (TLB) etc • Clean and remove blockages, debris and alien vegetation from drainage systems (main holes, pipes, canals, etc) • Remove and wash off debris from tools and equipment • Physically load materials and other products and/or hold and guide plant/equipment during the hosting and placement • Provide the services of digging graves in Ba-Phalaborwa municipal cemeteries.

## Road Marker (2 Posts)

Basic salary: R99 709.78-R108 061.94 per annum (Level 13)  
(Ref. TS16/05/06)

**Requirements:** • Grade 10 or equivalent • 3 years' experience in the relevant field • Preparedness to be subjected to security clearance.

**Key responsibilities:** • Erect signs as per RTA and SA Road Signs Manual • Perform Road marking in accordance to RTA and SA Road Signs Manual • Dig holes correctly for signage and other poles • Make signs and weld them correctly • Ensure that relevant signs and safety equipment are ordered for use • Keep workshop area and road marking vehicles clean and neat • Assist at the testing centres when required • Attend special duties and ensure signage placement • Set up and store at driver's licence test track poles and equipment • Assist with manual labour in the Director: Community and Social Services when required eg collecting stores/transferring of archive boxes etc.

Budget & Treasury Office

## Chief Accountant: Financial Control and Expenditure

(Employment Equity position)

Basic salary: R311 563.72-R319 399.74 per annum (Level 4)  
(Ref. BTO 16/06/01)

**Requirements:** • Grade 12 • 3-year National Diploma in Accounting or equivalent • Management and reporting requirements and systems and regulations associated with specific acts of Local Governments and broader financial regulations • Knowledge of Government legislation, especially MFMA, SCM regulations • 3-5 years' relevant experience in financial management • Preparedness to be subjected to security clearance.

**Key performance areas:** • Manage the key performance and result indicators associated with the Financial Section of the Municipality through the implementation of laid-down policies and procedures dictating financial reporting and recording requirements • Manage applications and sequences associated with recording, authorisation and execution of expenditure transactions by scrutinising supporting documentation and goods receipting sequences against transactional recording and seeking investigational reports from expenditure processing functions on anomalies to accounts and payment due/made • Analyse accounting records/entries of transactional sequences (salary, allowances, etc) and approve the processing of adjustments through journal entries reconciliation and posting to general ledger creditor accounts • Monitor transactional sequences associated with expenditure for capital and ad hoc projects/programmes and approve transactional reports on projects prior to release for management perusal and comment • Control the updating and recording of sequences of transactions in the suspense account of the main ledger • Ensure that expenditure-related processing and recording sequences are performed in accordance with the audit and legit guidelines and generally accepted accounting principles • Direct and control the key performance indicators and outcomes of personnel within the Expenditure Section • Direct the implementation of specific procedures, systems and controls associated with key functional areas embodied in the Expenditure Section • Identify and define the short- to medium-term objectives and priorities of the section encapsulating procurement, expenditure and remuneration control functionalities • Direct and control the key performance indicators and outcomes of personnel within the Finance Control Section • Direct the implementation of specific procedures, systems and controls associated with key functional areas embodied in the Financial Control Section's structure.

An application letter with a detailed CV and certified copies of qualifications, clearly indicating the post being applied for, should be forwarded to the Municipal Manager, Ba-Phalaborwa Municipality, Private Bag X01020, Phalaborwa 1390 or hand delivered at Office No H29, Human Resource Division. E-mailed and faxed applications will not be considered. Ba-Phalaborwa subscribes to principles of equal employment and affirmative action.

Enquiries should be directed to Ms A Mahlabela at (015) 780-6482 or ME Masinamela at (015) 780-6313.

**Please Note:** • Fraudulent qualifications or documentation will immediately disqualify any application • Candidates who canvass to any Councillor or Senior Official for preference will immediately be disqualified from the selection process or from any appointment • Short-listed applicants will be screened for criminal records and/or any pending cases and will have to produce original certificates prior to interviews • Applicants who are not invited for interviews within thirty (30) working days should regard their applications as having been unsuccessful.

Most of these positions are aimed at addressing our employment equity, therefore persons with disabilities are strongly encouraged to apply.

Closing date: 1 December 2016