



BA-PHALABORWA MUNICIPALITY

Ba-Phalaborwa Municipality, with its seat in Phalaborwa, invites applications from suitably experienced and dynamic individuals for the following positions:

Department of Technical Services

Senior Manager: Technical Services

Total remuneration package: R813 635 (minimum); R929 869 (midpoint); R1 046 101 (maximum) per annum (Ref. 5/3/5/4)

This is a 5-year term performance contract which is based at the Ba-Phalaborwa Main Office. The successful candidate will be required to sign an employment contract and performance agreement, must disclose financial interests and undergo security vetting.

Minimum competency requirements: • A Bachelor of Science degree in Engineering/BTech Engineering or equivalent • 5 years' experience at Middle Management level or as programme/project manager, of which 3-4 years must have been professional/engineering management experience • A Certificate of Competency as required in terms of the General Machinery Regulations, 1988 and/or registration with a recognised relevant engineering professional body will be an added advantage • Preparedness to be subjected to a competency assessment • Preparedness to be subjected to security clearance.

Knowledge: • Good knowledge and understanding of institutional governance systems and performance management • Good knowledge and understanding of relevant policy and legislation • Extensive knowledge of the public office environment • The ability to formulate engineering master planning, project management and implementation.

Competency framework: • Leadership competencies in terms of the Local Government Municipal Systems Act (Competency Framework for Senior Managers) as well as municipal performance regulations, ie: Strategic capability and leadership; people management; programme and project management; financial management; change leadership; and governance leadership • Core competencies in terms of the Local Government Municipal Systems Act (competency framework for senior manager) and the Municipal performance regulations, ie: Moral competence; planning and organising; analysis and innovation; knowledge and information management; communication; result and quality focus.

Key performance areas: • Manage the provision of services to the local community in a sustainable and equitable manner, including but not limited to providing water, sanitation, roads and storm water and sewerage and taking full responsibility for the management, operation, maintenance, planning and administration of the electricity network • Provide an advisory service to the Council regarding all aspects falling within his/her scope of work and carry out their decisions • Develop, implement and manage strategic goals, policies, procedures and plans for the directorate under his/her control • Develop policies and guidelines for the effective operation of service delivery • Develop a programme for infrastructural service delivery within the municipal area in line with the IDP, and oversee its implementation • Coordinate and supervise the management of own funded projects, implement National Building Regulations, and take the required responsibility as defined in the Occupational Health and Safety Act, Act No 85 of 1993 and its regulations.

Department of Corporate Services

Senior Manager: Corporate Services

Total remuneration package: R813 635 (minimum); R929 869 (midpoint); R1 046 101 (maximum) per annum (Ref. 5/3/5/2)

This is a 5-year term performance contract which is based at the Ba-Phalaborwa Main Office. The successful candidate will be required to sign an employment contract and performance agreement, must disclose financial interests and undergo security vetting.

Minimum competency requirements: • A Bachelor's degree in Public Administration/Management Sciences/Law or equivalent • 5 years' relevant experience at Middle Management level • Proven successful management experience in administration • A certificate in a Municipal Finance Management programme as prescribed by National Treasury, Government Gazette No 29967, dated 15 June 2007, will be an added advantage • A driver's licence • Computer literacy • Preparedness to be subjected to a competency assessment • Preparedness to be subjected to security clearance.

Knowledge: • Good knowledge and understanding of relevant policies and legislation • Good understanding of institutional governance systems and performance management • Good knowledge of corporate services, including: * Human capital management * Legal services * Facilities management * Information Communication Technology * Council support • Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000) • Good governance • Good knowledge of the Labour Relations Act and other labour-related prescripts • Good knowledge of coordination and oversight of all specialised support functions.

Competency framework: • Leadership competencies in terms of the Local Government Municipal Systems Act (Competency Framework for Senior Managers) as well as municipal performance regulations, ie: Strategic capability and leadership; people management; programme and project management; financial management; change leadership; and governance leadership • Core competencies in terms of the Local Government Municipal Systems Act (competency framework for senior manager) and the Municipal performance regulations, ie: Moral competence; planning and organising; analysis and innovation; knowledge and information management; communication; result and quality focus.

Key performance areas: • Provide strategic direction and monitor the implementation of the strategic objectives of the Directorate • Participate in strategic management of the Municipality by advising the Municipal Manager on issues pertaining to the Corporate and Shared Services Directorate • Oversee the management of Human Resources in accordance with municipal legislation and other legislation applicable to the Municipality • Manage the recruitment and retention of the required talent in the Municipality • Manage organisational transformation and development in the Municipality • Mitigate risks and ensure compliance with OHS • Improve the employee wellness through implementation of employee assistance programmes • Improve relationships between the employer and employee through sound labour relations practices • Ensure cost-effective management of the Directorate's budget and the timely implementation of the resolutions related to the Directorate • Ensure that that effective electronic information management system is available and optimally utilised to enhance service delivery • Manage the provision of transversal professional labour relations, legal and secretariat services to the Municipality • Develop organisational policies and procedures.

NB: Candidates for these positions must disclose their academic qualification, proven experience and competencies, contact references, full details of any dismissal for misconduct and any disciplinary actions, whether pending or finalised, instituted against them by their current or previous employers.

Applications must be submitted on an official application form, which can be downloaded from Ba-Phalaborwa's website: www.ba-phalaborwa.gov.za or collected from Ba-Phalaborwa Municipality. This must be accompanied by a detailed Curriculum Vitae and forwarded to the Municipal Manager, Ba-Phalaborwa Municipality, Private Bag X01020, Phalaborwa 1390 or hand delivered at Office No H29, Human Resource Division, for the attention of Ms SS Mokoena.

No applications not submitted on the official application form will be considered. No faxed applications will be accepted. Ba-Phalaborwa subscribes to principles of equal employment and affirmative action.

Ba-Phalaborwa Municipality reserves the right not to make an appointment.

Enquiries on this position should be directed to Ms SS Mokoena, tel. (015) 780-6335.

Closing date: 8 December 2017

