



BA-PHALABORWA MUNICIPALITY

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

Office of the Municipal Manager Chauffeur to the Speaker

Contract post

Ref. No: MM1/02/19

Remuneration: A comprehensive package will be negotiated with the successful candidate. The incumbent will be expected to sign a five-year contract.

Requirements: • Grade 12 • Code 08 driver's licence with a professional driving permit (PDP) • Two to three years' experience in driving executives • Preparedness to be subjected to a security clearance. An advanced driving certificate will be an added advantage.

Key performance areas: • Perform driving functions for the Speaker • Receive instructions from the Speaker to drive to certain destinations • Transport the Speaker to and from scheduled public events and functions • Communicate with protection personnel on specific safety requirements and apply agreed procedures to avoid life-threatening incidents • Provide VIP security services to the Speaker • Check travellers and their hand luggage to detect concealed weapons and explosives • Maintain the Speaker's vehicle • Check that specific safety requirements have been complied with prior to departure • Update and maintain mechanical systems of the vehicle.

Budget and Treasury Office

Manager: Financial Control and Expenditure

Post level 03 – Basic salary: R400 576,68 (fixed) per annum

Ref. No: BT03/01/19

Requirements: • Grade 12 • Bcompt or Bcom degree in Accounting • Computer literacy • Code B driver's licence • Five years' experience • Preparedness to be subjected to a security clearance. An MFMA certificate as per the competency requirement will be an added advantage.

Key performance areas: • Manage key performance and result indicators associated with the financial section of the municipality through the implementation of laid-down policies and procedures • Preparation of Quarterly interim and bi-annual financial statements and all necessary reconciliations • Responding and resolving to finding external and internal auditors • Ensure financial controls in terms of supply chain management, expenditure management and assets management • Apply necessary accounting standards to recognition, measurements, disclosure of relevant items to financial statements • Provide input into longer-term objective setting and financial planning sequences • Direct and execute accounting procedures and processes associated with the control of creditor accounts • Implement laid-down policies and procedures that detail financial reporting and recording requirements • Direct and execute accounting procedures and processes associated with ledger accounts, investments, risk management and insurance • Manage bank reconciliations and assist with the compilation of annual financial statements • Scrutinise supporting documentation and goods receiving sequences against transactional records and seek investigational report from expenditure processing functions on anomalies to accounts and payments due/made • Assess the adequacy of current transactional/recording accounting procedures related to reconciliations and the posting, updating and adjustment of entries • Present recommendations outlining approaches aimed at improving controls and processes • 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 manual control of key performance indicators and outcomes of personnel with the financial control section • Develop and maintain procedure manual control updating and recording sequences of transactions in the suspense account of the main ledger • Interact with financial institutions on the status of markets against returns on short-term investments and allocate funds to specific call accounts • Perform any other tasks delegated by higher authorities.

Accountant: Suspense Accounts

Post level 06 – Basic salary: R297 390,01 to R328 417,77 per annum

Ref. No: BT03/19/03

Requirements: • Grade 12 • Three-year national diploma in accounting or relevant qualification • Computer literacy • Three years' relevant working experience • Preparedness to be subjected to a security clearance. Completion of SAIPA or SAIA articles will be an added advantage.

Key performance areas: • Coordinate and control the application of accounting procedures within the unit by attending to the verification, reporting, processing and reconciliation of expenditure accounts • Coordinate and control sequences associated with the verification and provision of information related to expenditure transactions • Analyse and approve expenditure recording processes by referring to information detailed in supporting documentation and resolving deviations from procedures • Coordinate the recording and processing procedures of suspense accounts • Analyse and verify transactional recordings, expenditure reports and summaries, and process or approve adjustments to entries with due consideration for settlement discounts, cash flow requirements and payment terms • Perform specific sequences associated with maintaining electronically based information/data and files/records • Control the key performance areas and critical outputs of personnel within the division • Guide and develop personnel on processing sequences and control the effective implementation of recordkeeping and data management procedures to facilitate recovery/retrieval or accounting information • Perform any other tasks that are delegated by higher authorities.

Cashier

Post level 08 – Basic salary: R210 420,44 to R239 037,15 per annum

Ref. No: BT03/07/19

Requirements: • Grade 12 with mathematics and accounting as passed subjects • National diploma in accounting/economics/financial management and/or cost accounting • One year's working experience in a similar position. Excellent knowledge of the MFMA, Municipal Systems Act and Municipal Property Rates Act, as well as a knowledge of accounting and cost control principles will be an added advantage.

Key performance areas: • Communicate with customers and attend to specific payments or sale enquiries • Provide information on tariffs for specific services • Calculate balances and explain transactional recordings and penalties • Provide information on specific services, e.g. metered service cards, hall hiring tariffs • Collect and count payments tendered, verifying total against amount due • Issue receipts reflecting amount tendered and confirm recording with the customer • Seek identification, checks and recordings, and process cheque payments • Any other duties assigned from time to time by seniors in the municipality.

Department of Technical Services

Manager: Electrical Services

Post level 03 – Basic salary: R400 576,68 (fixed) per annum

Ref. No: TS4/01/19

Requirements: • Grade 12 • Btech in electrical engineering or relevant qualification • Wireman's licence • Five years' relevant experience at management or supervisory level • Preparedness to be subjected to a security clearance.

Key performance areas: • Develop divisional vision and strategy • Provide input into and generate aspects that should be included in the organisational strategic plan (IDP) • Develop action plans to ensure achievement of the division's vision, with direct reports • Manage activities associated with the construction, installation, protection, testing and energy management of medium-/low-voltage electrical networks • Manage activities and sequences associated with maintaining the functionality of medium-/low-voltage electrical reticulation • Manage clean worksite, storage and safekeeping mechanical tools • Manage construction and installation • Manage the reading and interpretation of readings/works orders detailing layout and specifications • Manage contracts for minor construction and maintenance activities to ensure proper and efficient control over contracts • Manage functions.

Electrician (2 posts)

Post level 07 – Basic salary: R250 087 to R290 185,60 per annum

Ref. No: TS4/06/19

Requirements: • Grade 12 Certificate or NTC 4 • Diploma in Electrical Engineering (TVET) • Electrical trade test diploma • Two years' relevant working experience • Code C1 driver's licence with PDP • Preparedness to be subjected to a security clearance. An Operation Regulation for High Voltage System ORHVS and HV Certificate an added advantage.

Key performance areas: • Coordinate and control the set-up, work in progress and completion of specialised task activities associated with medium-/low-voltage electrical installations, maintenance and repair, including the monitoring and correction of support staff's productivity and performance, and attend to routine/general administrative recording requirements that contribute to the accomplishment of departmental objectives • Interpret and coordinate specific pre-work/site requirements with regard to the installation, repair and planned and predictive maintenance sequences, and guide the activities of personnel • Complete internal transactional documentation (e.g. time sheets, log sheets, progress and productively field reports, etc.) and related forms (vehicle and tools checklist) • Perform specific tasks associated with the operation of heavy and/or specialised vehicles and equipment (crane trucks, streetlight maintenance trucks, etc.) during electrical installation, repair and maintenance activities • Coordinate activities associated with the construction and installation of medium-/low-voltage electrical networks • Coordinate activities and sequences associated with troubleshooting/fault-finding and the repair of medium-/low-voltage reticulation and electrical systems.

Specialised Operator (TLB)

Post level 11 – Basic salary: R149 513,03 to R158 927,56 per annum

Ref. No: TS4/19/11

Requirements: • SAQA Certificate in Operating TLB or relevant qualification • First Aid and Safety • EC1 driver's licence with PDP • One year's experience working as an operator • Preparedness to be subjected to a security clearance.

Key performance areas in service delivery activities: • Operate heavy specialised mechanical plant, e.g. grader, front-end loader, crane truck, bulldozer and heavy vehicles such as trucks, water trucks, etc. • Drive and manage heavy mechanical plant and engage controls to operate mechanisms to enable digging, loading, grading and levelling sequences • Control the utilisation of materials (sand, stone, crusher run, etc.) and discharge/offload required quantities of materials for repair or reconstruction work • Observe and/or participate in the loading/offloading sequences of material and equipment and correct deviations from safety procedures • Transport material/equipment to worksites and operate heavy mechanical plant or specialised vehicles during roads and stormwater maintenance.

Department of Planning and Development

Manager: Planning and Human Settlement

Post level 03 – Basic salary: R400 576,68 (fixed) per annum

Ref. No: PD/01/19

Requirements: • Grade 12 • A B-degree in urban/town and regional planning or relevant qualification • Registration as a Technical/Professional Planner with the SA Council of Planners (SACPAN) • Valid driver's licence • Five years' post-qualification professional experience • Language proficiency in at least three languages • Computer literacy • Preparedness to be subjected to a security clearance • Project management skills • Negotiation and initiation skills • Communication skills • Analytical skills • Delegation and development skills.

Key performance areas: • Monitor and implement the SPLUMA provisions (inclusive of the municipal development framework and Land Use Management Scheme) • Undertake strategic planning to ensure sustainable development • Undertake technical valuation of land use applications to determine acceptability in terms of planning and relevant legislation • Manage projects for the upgrade and improvement of specific areas • Compile technical reports on subdivisions, site purchases and the leasing of municipal and private land • Plan and monitor the development of municipal land for housing delivery • Collaborate with other departments on cross-cutting issues related to town planning • Perform activities related to land, property and housing to ensure effective and efficient control • Assess building plans • Provide town planning-related information • Assess all town planning applications including outdoor advertising • Manage all development projects.

Department of Community and Social Services

Assistant Superintendent: Environmental Health (2 posts)

Post level 06 – Basic salary: R297 390,01 to R328 417,29 per annum

Ref. No: CSS19/06/02

Requirements: • Grade 12 Certificate • NQF 5 certificate in environmental practices or relevant qualification • Code EB driver's licence with PDP • Ability to communicate in at least three languages • Preparedness to be subjected to a security clearance.

Key performance areas: • Render a solid waste removal service to ensure the effective and efficient removal of solid waste from facilities (litter picking, public toilets, street, refuse, medical) • Supervise a team of labourers • Observe and supervise activities of team to ensure the completion of daily tasks and the improvement of productivity • Allocate work according to received work plan • Observe quality of work and instruct team • Report daily activities to supervisor by giving verbal feedback • Observe and supervise the utilisation, application and maintenance of machinery, equipment, tools and material to ensure the safekeeping and condition thereof • Inspect machinery, equipment and tools used in order to identify defects or receive defect reports from staff • Monitor the utilisation and application of machinery • Perform administrative and human resources-related activities to ensure the completion of an administrative service and the wellbeing of the workforce • Verify and complete timesheets of reporting staff • Provide inputs on leave and work schedules prepared by supervisor • Perform driver activities using a vehicle/truck to transport machinery, equipment and workers to and from the workplace • Transport machinery, equipment and people • Inspect oil and fuel levels and add oil or fuel when necessary • Provide verbal details on or complete accident reports in case of accidents • Perform any other tasks delegated by higher authorities.

Traffic Inspector Grade 1

Post level 07 – Basic salary: R250 087,75 to R290 185,60 per annum

Ref. No: CSS19/06/03

Requirements: • Grade 12 • Traffic Diploma • Driver's licence • Two years' working experience in law enforcement • Preparedness to be subjected to a security clearance.

Key performance areas: • Monitor adherence to traffic law enforcement to ensure traffic flow and safety • Administer the issuing of summonses and notices to ensure the execution of law enforcement activities • Control traffic for events, gatherings, scholar patrols, sports, escorts or other purposes to ensure traffic flow and road safety • Perform driver activities using a vehicle to transport equipment and people • Monitor the installation and removal of banners, posters and other signs by observing removal vehicle to ensure adherence to legal requirements • Investigate scenes and complete accident reports by obtaining verbal feedback from drivers in case of accidents that involve municipal vehicles to ensure accurate reflection of accident circumstances • Investigate cases of non-adherence reported by the public or other officials by visiting sites and performing observations • Set up road blocks or checkpoints by posting barricades and traffic signs • Monitor speed of vehicles using laser or other equipment • Perform any other tasks delegated by higher authorities.

Applications should be posted to the Municipal Manager, Private Bag X01020, Phalaborwa 1390. E-mailed or faxed applications will not be considered.

Ba-Phalaborwa subscribes to principles of equal employment and affirmative action.

Please note: • Fraudulent qualifications or documentation will immediately disqualify any application • Candidates who canvass any councillor or senior official for preference will immediately be disqualified from the selection process or from any appointment • Shortlisted applicants will be screened for criminal records and/or any pending cases • Applicants who are not invited for interviews within thirty (30) working days should regard their applications as having been unsuccessful • The municipality has a right not to make any appointment.

Enquiries should be directed to Ms A Mahlabela at (015) 780-8462.

We welcome applications from persons with disabilities.

Closing date: 25 July 2019.

MI Moakamela - Municipal Manager

