

BA-PHALABORWA MUNICIPALITY

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

Office of the Municipal Manager **Internal Audit Technician: Audit Risk-based**

Salary: R295 529.19-R326 208.01 per annum (Level 5) (Ref. MM/18/01/01)

Requirements: • A Grade 12 • A 3-year National Diploma: Internal Audit or BCom: Internal Audit • Registered IIA member • An Internal Audit Technician Programme will be an added advantage • 3 years' proven risk-based internal audit experience A Code B driver's licence
 Preparedness to be subjected to security clearance.

Key performance areas: • Perform internal audits in accordance with the standard for the professional practice of Internal Auditors • Execute risk-based audit units in terms of the approved audit methodology • Execute audit programmes for identified risk audit • Prepare audit working papers and implement corrective comments • Generate value-adding corrective recommendations for the improvement of the organisation's systems of internal control, risk management and governance processes • Prioritise risk from the risk assessment to develop an audit universe • Consult Management to identify potential audit focus areas . Conduct follow-up procedures to determine the implementation of audit recommendations and action plans • Engage with internal stakeholders, professional bodies on audit procedural applications and principles with a view to align internal processes • Coordinate and facilitate stakeholder relations • Coordinate meetings, workshops and seminars . Benchmark with professional bodies to incorporate new applicable methods in the internal audit processes. Perform any

Department of Corporate Services

Senior Human Resource Officer: Staffing

Salary: R295 529.19-R326 208.01 per annum (Level 5) (Ref. CORS/18/02/01)

Requirements: • A Grade 12 • A 3-year National Diploma in Human Resource Management/Public Administration/Management or equivalent • Computer literacy • A Code B driver's licence • 3 years' relevant working experience • Preparedness to be

Key performance areas: • Coordinate recruitment and selection processes by receiving approval of and need for recruitment from supervisor • Coordinate vetting and security clearance processes to ensure requirements attached to the position are genuine • Coordinate the appointment and changes to current personnel information and update computer database • Provide feedback in terms of recruitment and man plan indicators by keeping and updating statistics of relevant information • Maintain a proper Human Resources archiving system • Coordinate the Corporate and Shared Services Committee • Coordinate Local Labour Forum meetings • Update all job descriptions of all employees in the Municipality • Monitor the approval of probationary period for all newly appointed employees . Coordinate the review of an organogram on an annual basis to ensure compliance with legislation . Coordinate the employment survey for Economic Statistics of Employment and gross earning to ensure accurate data for Statistics South Africa • Monitor the filing system and maintain and control access to personnel files to maintain a proper Human Resources archiving system • Monitor and supervise activities of staff to ensure that work is performed according to normal activities or ad hoc instructions received from supervisor • Perform any other tasks that may be delegated by higher authorities.

Note: Permanent position. Male candidates are preferred for this position.

Senior Records Officer

Salary: R295 529.19-R326 208.01 per annum (Level 5) (Ref. CORS/18/02/02)

Requirements: • A Grade 12 • A 3-year National Diploma in Public Administration/Management • Computer literacy • 3 years' relevant experience • A Records Management Certificate or an Electronic Records Management Certificate will be an added advantage • Preparedness to be subjected to security clearance.

Key performance areas: • Develop a file plan and structure departmental functions according to same plan • Develop an electronic/physical admin system by following all processes of handling mail until it is routed to the relevant end user • Develop a filing system that will ensure that all documents from various departments are filed, archived and retrieved according to the file plan • Follow all the processes of disposing files to ensure safekeeping of information • Provide a supervisory role to all subordinates to ensure that work is performed and aligned to the archival standard • Perform any other tasks delegated by higher authorities. **Budget & Treasury Office**

Manager: Financial Control & Expenditure

Salary: R351 521.81 per annum (Fixed) (Ref. BTO/18/03/02)

Key performance areas: • Manage key performance and result indicators associated with the financial section of the

Requirements: • A Grade 12 • A BCom Accounting or equivalent • Computer literacy • An MFMA Certificate as per the competency requirements will be an added advantage • A Code B driver's licence • 5 years' experience • Preparedness to be subjected to security clearance.

Municipality through implementation of laid own policies and procedures • Provide inputs into longer term objective setting and financial planning sequences • Direct and execute accounting procedures and processes associated with controlling creditor accounts • Implement laid down policies and procedures detailing financial reporting and recording requirements
• Direct and execute accounting procedures and processes associated with ledger account, investments, risk management and insurance • Manage bank reconciliation as well as assist with compilation of annual financial statements • Scrutinise supporting documentation and goods receipting sequences against transactional records and seek investigational report from expenditure processing functions on anomalies to account and payment due/made • Assess the adequacy of current transactional/recording accounting procedures related to reconciliations, 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 key performance indicators and outcomes of personnel within the financial control section • Develop and maintain roual controlling the 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. **Manager: Supply Chain Management**

Salary: R351 521.81 (Fixed) per annum (Level 3) (Ref. BTO/18/03/02)

Requirements: • A Grade 12 • A 3-year National Diploma in Public Finance Management and Administration/Business

Administration/Commerce/Accounting/ Supply Chain Management • Computer literacy • An MFMA Certificate as per the competency requirements will be an added advantage • A Code B driver's licence • 5 years' working experience in procurement and/or Supply Chain Management, of which 2 should have been at Middle Management level • Preparedness to be subjected to security clearance. Key performance areas: • Coordinate and control the Supply Chain Management processes in order to align procedures, systems and controls • Execute applications to address the identification, acquisition or disposal of items • Monitor the stock

control applications and maintain records of outcomes in order to support and contribute to a fair, equitable, transparent and cost-effective procurement practices that is consistent with policies and laid down requirements encapsulated in legislative frameworks • Coordinate the implementation of functional procedures, systems and controls associated with the key performance areas and result indicators of the functionality . Coordinate and control tasks/activities associated with controlling personnel performance, productivity and discipline • Execute applications with respect to establishing the requirements against available resources . Ensure human resources needs are identified and attended to, supporting the accomplishment of laid down objectives and compliance with specific standards in terms of productivity and performance • Ensure requirements are established to enable planning and alignment of outcomes to meet critical functional deliverables • Ensure proper and sound bid administration processes • Ensure proper and effective operations of the municipality bid committees • Ensure proper management of quotation in accordance with SCM prescripts • Ensure proper management of bids advertisements • Ensure compliance with regard to the evaluation of bids • Perform any other tasks delegated by higher authorities **Accountant: Suspense Accounts**

Salary: R260 971.45-R288 199.52 per annum (Level 6) (Ref. BTO/18/03/03) Requirements: • A Grade 12 • A 3-year National Diploma in Accounting or equivalent • SAIPA or SAIA articles • Computer

literacy • 3 years' relevant working experience • Preparedness to be subjected to security clearance. Key performance areas: • Coordinate and control the application of accounting procedures within the unit by attending to 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 referring to information detailed in supporting documentation and resolve deviations from procedures · Coordinate the recording and processing procedures of suspense accounts · Analyse and verify transaction recordings expenditure reports and summaries and processing or approving adjustment to entries with due consideration given to 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 the processing sequences and control the effective implementation recordkeeping and data management procedures to facilitate recovery/retrieval of accounting information • Perform any other tasks delegated by higher authorities **Accountant: Creditors** Salary: R260 971.45-R288 199.52 per annum (Level 6) (Ref. BTO/18/03/04)

Requirements: • A Grade 12 • A 3-year National diploma in Accounting or equivalent • 3 years' relevant experience

Preparedness to be subjected to security clearance. Key performance areas: • Coordinate the application of procedures and sequences associated with administration and

processing of creditor accounts, allowances, benefits and deductions • Perform specific clerical and assist in issuing petty cash. reconciliation of the petty cash float, accounts updating/reconciliation activities and maintaining the registers • Perform specific

tasks associated with the processing and updating of transactional information with respect to specific creditor accounts

Check and verify source payment documentation against receipts/delivery notes • Reconcile general and statutory account balances against statements and generating reports detailing the status of creditor accounts for analysis purposes • Maintain registers and access records of expenditure transactional processes, documentation, instructions and correspondences

• Perform any other tasks delegated by higher authorities. **Department of Planning & Development Manager: Planning & Human Settlement** Salary: R351 521.81 per annum (Fixed) (Level 3) (Ref. DPD/18/04/01)

Requirements: • A Grade 12 • A Bachelor's degree in Urban/Town and Regional Planning or equivalent • Registration as a Technical/Professional Planner with SA Council of Planners (SACPLAN) • 5 years' post-qualification professional experience

• A Code B driver's licence • Computer literacy • Preparedness to be subjected to security clearance. 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 upgrading and improvement of specific areas • Compile technical report regarding the subdivisions, site purchases and lease of municipal and private land • Plan and monitor the development of municipal land for land housing delivery • Collaborate with other departments on cross-cutting issues related to town planning • Perform land, property and housing-related activities 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 • Perform any other tasks delegated **Senior Building Control Officer** Salary: R295 529-R326 208.01 per annum (Level 5) (Ref. DPD/18/04/02) Requirements: • A Grade 12 • A 3-year National Diploma in Civil Engineering: Building • A trade test in Bricklaying/Plumbing/Carpentry • A Code EB driver's licence • 3-4 years in building inspection • Preparedness to be subjected to security clearance.

Key performance areas: • Ensure that all building plans comply with legislation requirements • Monitor building inspections

carried out by subordinates • Liaise with inspectors to ensure that evaluation of building plans comply with legal requirements and council policy . Carry out inspections of building sites to ensure compliance with approved building plans . Liaise with

architects or project managers and attend meetings, where appropriate on-site, to discuss building operations • Discuss deviations with property owners and enforce compliance . Issue contravention notices or notices not to proceed with building operations until requirements are met • Recommend action regarding demolition of unauthorised building work Assist the public and builders with enquiries regarding building plan specifications, requirements and regulations • Attend to
correspondence in respect of building control by drafting letters and/or reports for signature where applicable • Provide staff supervision to reporting staff • Perform any other tasks delegated by higher authorities **Senior Integrated Development Plan Officer** (Employment Equity position)

Basic salary: R295 529.19-R326 208.01 per annum (Level 5) (Ref. PD18/04/03) Requirements: • A Grade 12 • A 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 processes • Good communication skills in both Sepedi

and Xitsonga • 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 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 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 to and conducts its affairs in a manner that is consistent with and strives 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 • Perform any other tasks delegated by higher authorities. **Senior Tourism Officer**

Salary: R295 529.19-R326 208.01 per annum (Level 5) (Ref. DPD/18/04/04)

Requirements: • A Grade 12 • A 3-year National Diploma in Tourism Management • A Code B driver's licence • 3-4 years' relevant experience • Preparedness to be subjected to security clearance. Key performance areas: • Render the tourism function in Ba-Phalaborwa Municipality to ensure that tourism development is guided by tourism guidelines and legislative framework • Market Ba-Phalaborwa Municipality as a preferred tourist destination by arranging media educational tours and tour operator information sessions . Arrange training programmes for persons employed in the tourism sector and execute schools tourism awareness programmes . Update and maintain a comprehensive database for product owners • Maintain relations with strategic partners to synergise municipal and private sector tourism development programmes and projects into the municipal IDP for coordinated and planned developments • Advise SMMEs on

available tourism-related local economic opportunities • Perform any other tasks delegated by higher authorities

Valuation Officer

Salary: R260 971.45-R288 199.52 per annum (Level 6) (Ref. DPD/18/04/05)

Requirements: • A Grade 12 • A 3-year National Diploma in Real Estate/Property-related field or equivalent • A Code B driver's licence • 3 years' experience in property valuation/estate agency • Preparedness to be subjected to security clearance • Knowledge of the Local Government Municipal Property Rates Act (6/2004) and the administration of property valuation rolls in a municipality.

Key performance areas: • Register all objections to property valuations when required • Correspond with municipal service providers regarding property valuation • Compile data of all properties to be included in a supplementary valuation roll • Keep record of all change of ownerships in the municipal area • Provide reports to supervisor on main functions as above • Provide data to GIS of all subdivision/consolidations approved • Keep record of all correspondence • Perform any other tasks delegated by higher authorities.

Admin Officer: Registration

Salary: R260 971.45-R288 199.52 per annum (Level 6) (Ref. DPD/18/04/06) Requirements: • A Grade 12 • A 3-year diploma in Development Studies/Public Management/Regional Planning or equivalent
• A Code B driver's licence • 3 years' relevant experience • Preparedness to be subjected to security clearance • Knowledge of

relevant town planning legislation (ordinance 15/1985, 17/1937) and SPLUMA (16/2013). Key performance areas: • Record all level 1 applications as received from applicants, ie township establishment, rezoning,

removal of restrictions and applications where objections were received • Record all data as required by SPLUMA legislation
• Coordinate all inputs/reports from other departments • Compile reports/items to be submitted to the Tribunal • Liaise with applicants when required • Liaise with Administrators regarding submission of items to the Tribunal • Record all correspondence regarding applications and submit to GIS • Record all consent use application, subdivisions, consolidations, PTOs and all advertised applications • Perform any other tasks delegated by higher authorities.

LED Officer: SMME Development Supporter

Salary: R260 971.45-R288 199.52 per annum (Level 6) (Ref. DPD/18/04/07) Requirements: • A Grade 12 • Any recognised 3-year National Diploma or equivalent • A certificate in Municipal Leadership

• A certificate in Supply Chain Management will be an added advantage • 3 years' relevant experience • A Code B driver licence • Computer literacy • Preparedness to be subjected to security clearance • Communication skills in 3 languages.

Key performance areas: • Create an enabling environment for the business sector to grow the economy in our region Facilitate Local Economic Development
 Ensure an adequate administrative and recordkeeping system with regards to social and labour plans • Work with a property alleviation programme and skills development • Assist in the establishment of a Local Economic Development Plan • Support small business enterprises and source funding for entrepreneurs • Provide admin support the LEDP and LED forum • Manage and promote informal trade in BPM, in line with legislation • Liaise with the local business chamber • Assist with business consultation and registration • Assist the Manager with project implementation and management • Perform any other tasks delegated by higher authorities.

Technical Services Department

Manager: Water Services

Key performance areas: • Plan and manage daily activities of operations and maintenance of the water services in the

Salary: R351 521.81 per annum (Fixed) (Level 3) (Ref. TS/18/05/01) Requirements: • A Grade 12 • A 3-year National Diploma in Civil/Mechanical Engineering (S4) or equivalent • 4-5 years' relevant experience at management level • A Code B driver's licence • Preparedness to be subject to security clearance.

Department of Technical Services to ensure implementation of programmes to address maintenance of water services 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 regulations and requirements with regard to operation, monitoring and reporting • 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 the reservoir is monitored by the maintenance team, and ensure that boreholes are in operation • Plan, prioritise and schedule water and sanitation services projects and maintenance work, communicating with the immediate superior, and establish technical details/specifications and requirements for specific project and related maintenance works • Coordinate and control tasks/ 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 process and implementation of specific disciplinary procedures • Perform any other tasks delegated by higher authorities.

Manager: Civil Engineering Salary: R351 521.81 per annum (Fixed) (Ref. TS/18/05/02)

Requirements: • A Grade 12 • A 3-year National Diploma in Civil Engineering or equivalent • 4 years' relevant experience at management level • A Code B driver's licence • Preparedness to be subjected to security clearance.

Key performance areas: • Plan and implement programmes to address maintenance of roads, buildings, culverts, bridges and parking areas . Manage and supervise the performance of minor construction and maintenance activities to make recommendations in terms of sustainability • Manage contracts for minor construction and maintenance activities to ensure proper and efficient control over contracts . Make recommendations to the Engineering Technician in terms of revision of maintenance plans and modifications to current infrastructure • Develop divisional vision and strategy and ensure implementation • Manage performance of employees in the division to ensure and determine work performance and progress • Plan and manage utilisation of resources in order to perform activities • Develop and monitor systems, policies, procedures and processes to ensure correct working operations and practices • Advise Management, Council and the Municipal Manager in terms of aspects related to his/her section by addressing them in person, telephonically or in written format . Perform human resources and administrative activities to ensure the development and utilisation of resources • Perform any other tasks delegated by higher authorities.

Technician: PMU Salary: R334 494.81-R342 907.56 per annum (Level 4) (Ref. TS/18/05/02)

Requirements: • A Grade 12 • A 3-year National Diploma in Civil Engineering • A Project Management qualification in Labour-intensive Construction will be an added advantage • Computer Literacy • A Code EB driver's licence • 3 years' experience in

planning, design, tender process and construction supervision of infrastructure projects • Preparedness to be subjected to security clearance. Key performance areas: • Plan and coordinate maintenance activities of fleet, equipment and plant infrastructure to ensure

better operation of plant, vehicles and budget commitments • Conduct site visits/meetings to ensure compliance with business plan conditions • Maintain project performance data on a national database • Assist in project registrations and other related municipal infrastructure programmes • Assist in the implementation of all municipal projects covering all civil engineering disciplines with fixed budgets and pre-determined timeframes • Develop inputs for the capital and operational budgets necessary to perform scope of work and identify new projects • Manage cash flow and committed project expenditure for MIG projects • Recommend adjustments in terms of budget allocations by discussing issues with Managers, Senior Managers and the finance department • Prepare, submit and present monthly and ad hoc reports as requested by Manager • Verify payment certificates and prepare monthly payments and schedule documents for MIG projects . Monitor and evaluate projects Ensure implementation of all municipal projects, performance management system, policies and procedures of the Municipality Perform any other tasks delegated by higher authorities. **Specialised Operator (TLB)**

Basic Salary: R131 203.57 -R139 465.19 per annum (Level 11) (Ref. TS/18/05/04)

Requirements: • A SAQA Certificate in operating a TLB or equivalent • A First Aid and Safety qualification • A Code EC1 driver's licence with PDP • 1 year's experience working as an operator • Preparedness to be subjected to security clearance.

Key performance areas: • Perform service delivery activities such as: • Operating heavy specialised mechanical plant, eg grader, front end loader, crane truck, bulldozer, and heavy vehicles such as trucks, water trucks, etc • Driving and maneuvering

heavy mechanical plan and engaging controls to operate mechanisms to enable digging, loading, grading and levelling sequences • Controlling the utilisation of materials (sand, stone, crusher run etc) and discharging/offloading required quantities air or reconstruction work • Observing and/or participating in the loading/offlo and equipment and correcting deviations from safety procedures • Transporting material/equipment to worksites and operating heavy mechanical plant or specialised vehicles during roads and storm water maintenance • Perform any other tasks delegated by higher authorities. **Department of Community & Social Services Horticulturist**

Salary: R295 529.19-R326 298.01 per annum (Level 5) (Ref. CSS/18/06/01)

ents: • A Grade 12 • A 3-year National Diploma in Horticulture • A Code EB driver's licence with PDP • 3 years' relevant experience • Registration as a Poison Control Officer will be an added advantage • Preparedness to be subjected to

security clearance. Key performance areas: • Prepare seed beds, transfer plants to containers and move containers around the work site Propagate new plants through grafting and other measures, as well as prune plants and trees
 Grow flowers, plants, shrubs

and trees for use during events and leasing to the public • Analyse plants to figure out whether they are nutrient deficient,

infected with diseases or infected with pests, and determine the remedy • Prune and weed areas to keep plants heathy and vigorous • Support overall health and soil nutrition strategies for all municipal gardens and parks, to include sustainable gardening practices • Establish and oversee a systematic plant records policy • Coordinate heating and cooling of irrigation systems and maintenance of horticultural equipment • Be responsible for the operation budget, budget monitoring and any horticultural capital projects such as installation of new gardens . Perform any other tasks delegated by higher authorities **Assistant Superintendent: Environmental Health** Salary: R260 971.45-R288 199.52 per annum (Level 6) (Ref. CSS 18/06/02)

Requirements: • A Grade 12 • An NQF 5 Certificate in Environmental Practices • A Code EB driver's licence with PDP The ability to communicate in at least 3 languages Preparedness to be subjected to security clearance. Key performance areas: • Render a solid waste removal service to ensure the effective and efficient removal of solid waste

according to received work plan * Observing quality of work and instructing team * Reporting daily activities to supervisor by

from facilities (litter picking, public toilets, street, refuse, medical) • Supervise a team of labourers • Observe and supervise activities of the team to ensure the completion of the daily tasks and the improvement of productivity by: * Allocating work

giving verbal feedback • Observing and supervising utilisation, application and maintenance of machinery, equipment, tools and material to ensure the safekeeping and condition thereof, by: * Inspecting machinery, equipment and tools used in order to identify defects or receiving defects report from staff * Monitoring the utilisation and application of machinery • Perform administrative and human resources-related activities to ensure the completion of an administrative service and the well-being of the workforce by: * Verifying and completing time sheets of reporting staff * Providing inputs on leave and work schedules prepared by the supervisor • Perform driver activities using a vehicle/truck to transport machinery, equipment and workers to and from the workplace by: * Transporting machinery, equipment and people * Inspecting oil and fuel levels and adding oil or fuel when necessary * Providing verbal details or completing accident reports in case of accidents • Perform any other tasks delegated by higher authorities Traffic Inspector Gr I Salary: R219 461.84-R254 649.29 per annum (Level 7) (Ref. CSS/18/06/03) Requirements: • A Grade 12 • A Traffic Diploma • Codes A and EC driver's licences • 2 years' working experience in law

issuing of summons and notices to ensure the execution of law enforcement activities • Control traffic for events, gatherings,

enforcement . Preparedness to be subjected to security clearance. Key performance areas: • Monitor adherence to traffic law enforcement to ensure traffic flow and safety • Administer the

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 installation and removal of banners, posters and other signs by observing removal. using vehicle to ensure adherence to legal requirements • Investigate scenes and complete accident reports by obtaining verbal feedback from drivers in the case of accidents that involved 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 blockages or check-points by posting barricades and traffic signs • Monitor speed of vehicles using laser or other equipment • Perform any other tasks delegated by higher authorities Chief Clerks: Licensing Inspection (2 Posts) Salary: R219 461.84-R254 649.29 per annum (Level 7) (Ref. CSS/18/06/04) Requirements: • A Grade 12 • A Traffic Diploma, including Inspector of Licences module • A and EC driver's licences • eNatis

registration • 2 years' experience law enforcement • Preparedness to be subjected to security clearance. Key performance areas: • Conduct inspections on request for business licence issue authorisations and inspection

traffic flow and safety . Administer the issuing of summons and notices to ensure the execution of law enforcement activities • Control traffic for funeral, school patrol, accident or other purposes to ensure traffic flow and safety • Perform driver activities, using a vehicle to transporting equipment and people • Perform any other tasks delegated by higher authorities. Applications should be directed to the Municipal Manager, Private Bag X01020, Phalaborwa 1390. Ba-Phalaborwa subscribes to principles of equal employment and affirmative action.

requirements in terms of existing policy • Comply with and complete the general tasks of an inspector in terms of the National

Road Traffic Act, 93 of 1996 • Assist traffic section and officers and monitor adherence to traffic law enforcement to ensure

Please note: • Fraudulent qualifications or documentation will immediately disqualify any application • Candidates who

canvas to any Councillor or Senior Official for preference will immediately be disqualified from 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 30 working days should regard their applications as having been unsuccessful. Enquiries should be directed to Ms A Mahlabela, tel. (015) 780-6482

We welcome applications from persons with disabilities Closing date: 10 April 2018