Ba-Phalaborwa Municipality, for its successful candidates, offers further training and the opportunity to develop skills and experience in the following positions:

**Valuation Officer**

*Salary: R260 971.45-R288 199.52 per annum (Level 6)*

**Key performance areas:**

1. *Maintain all records, files, registers and access records of expenditure transactions.*
2. *Analyse and approve expenditure.*
3. *Prepare all reports and statements.*
4. *Ensure requirements are met in accordance with town planning.*
5. *Plan and coordinate maintenance activities of fleet, equipment and plant infrastructure to ensure the efficient delivery of services.*
6. *Ensure implementation of all municipal projects, performance management system, policies and procedures of the Municipality.*
7. *Plan and coordinate the key performance indicators and outcomes of personnel within the financial control section.*
8. *Develop and maintain financial reports.*
9. *Direct and motivate personnel within the financial control section.*
10. *Implement laid down policies and procedures detailing financial reporting and recording requirements.*
11. *Coordinate recruitment and selection processes by receiving approval of and need for recruitment.*
12. *Provide inputs into longer term objective setting.*

**Requirements:**

1. *A Grade 12.*
2. *A Bachelor's degree in Urban/Town and Regional Planning or equivalent.*
3. *Registration as a Professional Town Planner or a Professional Planner.*

**Salary:**

R260 971.45-R288 199.52 per annum (Level 6) (Ref. DPD/18/04/06)

**Note:**

- Applications should be addressed to the Manager Human Communications 140410.
- Closing date: 27 February 2019.