



BA-PHALABORWA MUNICIPALITY

BA-PHALABORWA MUNICIPALITY WITH ITS SEAT IN PHALABORWA, INVITES APPLICATIONS FROM SUITABLY, EXPERIENCED AND DYNAMIC INDIVIDUALS FOR THE FOLLOWING POSITIONS.

1. BUDGET AND TREASURY OFFICE

1. 1. CHIEF FINANCIAL OFFICER (RE-ADVERT) REF BTO 21/01/01

Total remuneration package: R894 447 (minimum); R 1 022 226 (mid point) R1 133 463 (Maximum) per annum (CONTRACTUAL)

This position is a five-year term performance contract which is based in Ba-Phalaborwa main office. The incumbent will be subjected to signing an employment contract, a performance agreement, disclosure of financial interest and undergo security vetting.

MINIMUM COMPETENCY REQUIREMENTS

- Grade 12 certificate
- An NQF level 7 in fields of Accounting, Finance or economics or Chartered Accountants (SA)
- Minimum of seven (7) years at senior and middle management levels, of which at least 2 years must be at Senior management level.
- Financial and supply chain management competency areas as per the required minimum Competency Levels in unit standards (MFMA)
- A qualification related to the National Treasury Competency Requirements for Snr Officers e.g. CPMD, MFMP will be an added advantage
- A valid code driver's license is essential
- Preparedness to be subjected to Competency assessment
- Preparedness to be subjected to security clearance

COMPETENCY FRAMEWORK

- Leading competencies in terms of the Local Government Municipal systems Act (competency framework for senior managers) as well as the Municipal performance regulations i.e. Strategic capability and leadership, People management, Program 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 i.e. Moral competence, Planning and organizing, analysing and innovation, knowledge and information management, communication, result and quality focus.
- Financial and Supply Chain Management Competency Areas as per the Required Minimum Competency Level in Unit standards: Strategic leadership and management, Strategic Financial management, operational financial management, Governance, ethics and values in Financial Management, Financial and performance reporting, Risk and change management, project management, Legislation, policy and implementation, stakeholder relations, Supply chain management and audit and assurance.

KEY PERFORMANCE AREAS

- Ensure the development and implementation of strategies that have a measurable positive impact on financial performance.
- Responsible for income and expenditure of the municipality, all assets and the discharge of all assets liabilities of the Municipality, proper diligent compliance with applicable of Municipal Finance Management legislation, including but not limited to:
- Provide an advisory services to the Council regarding financial issues and carrying out their decisions
- Develop, implement and manage strategic goals, policies, procedures and plans for the Department under his /her control aligned with the strategic goals of the Municipality
- Bill and collect rates and tariffs
- Compile financial statements and executing budgetary controls
- Ensure the implementation of Generally Accepted Municipal Accounting practices (GAMAP)
- Ensure that the Council policies and relevant legislation in respect of financial matters are implemented accordingly
- Manage the Council's Information Technology and acting as custodian of electronic data
- Ensure that Municipality complies with all legislation pertaining to financial management
- Advise the Accounting Officer on the exercise of powers and duties assigned to him/her in terms of the MFMA
- Advise the senior managers and other senior officials in the exercise to powers and duties assigned to them in terms of the relevant section of the MFMA
- Ensure compliance with the National Treasury reporting standards
- Assist the Accounting Officer in the administration of the municipality's bank accounts and in preparation and implementation of the municipal budget.

2. PLANNING AND DEVELOPMENT

2.1. SENIOR MANAGER: PLANNING AND DEVELOPMENT (RE-ADVERT)

Total remuneration package: R894 447 (minimum); R 1 022 226 (midpoint) R1 133 463 (Maximum) per annum (CONTRACTUAL)

This position is a five-year term performance contract which is based in Ba-Phalaborwa Municipal area. The incumbent will be subjected to signing an employment contract, a performance agreement, disclosure of financial interest and undergo security vetting.

MINIMUM COMPETENCY REQUIREMENTS:

- Grade 12 certificate
- A Bachelor of Science degree in building sciences/ Architect/Bachelor degree in Town and Regional Planning or Development Studies or equivalent
- Five (5) years' experience at Middle –Management level
- Proven successful professional developmental/ town and regional planning experience
- A qualification related to the National Treasury Competency Requirements for Snr Officers e.g. CPMD, MFMP will be an added advantage
- A valid code driver's license is essential
- Preparedness to be subjected to Competency assessment
- Preparedness to be subjected to security clearance

KNOWLEDGE

- Good knowledge and understanding of relevant policy and Legislation
- Good knowledge and understanding of institutional governance system and performance management
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act no 5 of 2000)
- Knowledge of geographical information system
- Knowledge of spatial, town and development planning
- A Project management certificate or diploma
- Registration as a professional Planner in accordance with the planning professions Act, 2000 (Act no 36 of 2002).

COMPETENCY FRAMEWORK

- Financial and supply chain management competencies in terms of the MFMA
- Leadership competencies in terms of the Local Government Municipal system Act (competency framework for senior managers) i.e. Strategic direction and leadership, people management, programme and project management, financial management, change leadership, and governance and leadership
- Core managerial competencies in terms of the Local Government Municipal system Act (Competency of senior managers) i.e. moral competence, planning and organizing, analysis and innovation, knowledge and information management, communication, results and quality focus

KEY PERFORMANCE AREAS

- Manage the Directorate, Planning and Development
- Ensure that the Directorates achieves all key performance areas
- Identify projects that should be managed in line the PRINCE2 project management methodology
- Coordinate the compilation and submission of business plan to source national and international funds.
- Facilitate the compilation of departmental Long-term and Medium term operational and short-term activity plan
- Facilitate the integration of the department strategic operational plan.
- Compile and submit the monthly status quo and progress reports
- Initiate the development of new and advise on the amendment of existing policies and by-laws

NB. Candidates applying for these positions must disclose their academic qualifications, proven experience, competencies, and contact references.

An application for the position must be submitted on an official application form which could be downloaded from Ba-Phalaborwa website: www.ba-phalaborwa.gov.za or collected from Ba-Phalaborwa Municipality and accompanied by a detailed curriculum vitae. The same should be forwarded to the Municipal Manager, Ba-Phalaborwa Municipality, Private Bag X01020, Phalaborwa 1390 or hand delivered to Office no H29, Human Resource division for the attention Ms Mokoena SS.

No application will be considered if not submitted on the official application form.

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

We welcome applications from persons with disabilities. 

Enquires on these position should be directed to Ms Mokoena SS at 015-780 6335

NB. THE MUNICIPALITY HAS A RIGHT NOT TO MAKE ANY APPOINTMENT.

CLOSING DATE: 04 JANUARY 2022

**MOAKAMELA MI
MUNICIPAL MANAGER**