



# 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 22/04/01**

**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
- A Bachelor degree in Accounting, Finance or economics Or A relevant qualification registered on the National Qualifications Framework at NQF level 7 with a minimum of 360 credits
- Minimum of five (5) years at middle management level
- A valid code driver's license is essential
- Preparedness to be subjected to Competency assessment
- Preparedness to be subjected to security clearance

**CORE AND LEADING COMPETENCIES**

• **Leading competencies** as prescribed in Annexure A (Local Government: competency framework for senior managers) to the Local Government: Regulations on appointment and Conditions of Employment of Senior Managers as published in Government Notice no 21 of 17 January 2014. i.e Strategic Direction and Leadership, People Management, Program and project management, financial management, change leadership as well as Governance leadership.

• **Core competencies as prescribed in Annexure A** (Local Government: competency framework for senior managers) 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.

*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 Acting 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. (015) 780 6335*

**Emailed or faxed applications will not be considered.**

**NB. This position is a re-advert. Candidates who applied in the previous advert will be considered and Need not re-apply.**

**2. DEPARTMENT OF TECHNICAL SERVICES  
2.1. CHIEF ELECTRICAL ENGINEER: ELECTRICAL  
(CONTRACTUAL)  
REF TS 2022/04/02  
Salary negotiable**

**REQUIREMENTS**

- Grade 12
- BSc Engineering (Electrical) /B Tech(Electrical)
- Government Certificate of competency
- ECSA registration
- Valid driver's license.
- MFMA certificate will be an added advantage
- Preparedness to be subjected to security clearance

**KNOWLEDGE**

- Knowledge of the OHS Act 85 of 1993 GMRS 2.1 and related electrical SANS AND NRS regulations
- Financial and project management skills
- Excellent leadership, strategic, analytical, planning, organizing, managing, control and evaluation skills.
- Ability to work under pressure, make decisions and innovate others'
- Knowledge of MFMA and Legislative updates as well as legal and labour issues will be an added advantage

**CORE FUNCTIONS**

- Plan and manage the activities of the section to ensure the delivery of electrical and Mechanical Services
- Develop the divisional vision and strategy and ensure implementation to deliver effective and efficient control over the division.
- Manage performance of employees in the division to ensure and determine work performance and progress.
- Plan and manage the utilization of resources in order to perform and maintain control.
- Develop and monitor system, policies, procedures and processes to ensure adherence of safety and other legal requirements.
- Compile reports and statics to report on relevant activities required by statutory or internal reporting requirements
- Advice management, council and the Municipal Manager in terms of aspects related to his /her division by addressing them in person, telephonically or in writing
- Perform Human resources and administrative activities to ensure development and utilization of resources
- Perform client services functions to ensure continuous services delivery
- Maintain and monitor the electrical network.

**Applications should be directed to the Acting Municipal Manager, Private Bag X 01020, PHALABORWA, 1390. Emailed 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
- ❖ Candidate who canvasses to any Councilor 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 • Applicants who are not invited for interviews within thirty (30) working days should regard their applications as having been unsuccessful.

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

**Enquiries should be directed to Ms Mahlabela A@  
015 780 6482**

**We welcome applications from persons with disabilities.**

**Closing date: 05 May 2022**

**DR PILUSA KKL  
ACTING MUNICIPAL MANAGER**



**An application for the position of CHIEF FINANCIAL OFFICER must be submitted on an official application form which could be downloaded from Ba-Phalaborwa website:**