



BA-PHALABORWA MUNICIPALITY

ADVERTISEMENT

THE BA-PHALABORWA MUNICIPALITY WITH ITS SEATING PHALABORWA INVITES APPLICATION FROM SUITABLE QUALIFIED CANDIDATES FOR APPOINTMENT IN THE FOLLOWING POSITIONS:

1. DEPARTMENT OF TECHNICAL SERVICES:
 - 1.1. MANAGER PMU
ANNUAL SALARY: R440 509.16 per annum
(all-inclusive) (Level 03)
(Ref: TS 01/01/22)

Requirements:

- Grade 12
- Bachelor of Science or Btech in Civil Engineering.
- Code B driver's license.
- 5 years or more in Project management environment.
- Member of engineering council of South Africa (ECSA).
- Municipal Finance Management programme is an added advantage.
- Preparedness to be subjected clearance.

KNOWLEDGE

- Must have knowledge of Municipal Infrastructure grant (MIG).
- Must have knowledge of expanded public works programme (EPWP).
- Storm water and building construction

Key performance areas:

- Render technical support and evaluate proposed projects in alignment with the respective Municipal IDP.
- Project manage the labour-intensive projects in line with the Expanded Public Works Programme framework related to reporting requirement as per MIG guidelines.
- Arrange regular project progress meetings with service providers Ensure compliance with all legal aspects and condition as required from the different spheres of Government.
- Conduct site visits/plan to ensure compliance with business plan conditions as per MIG guidelines.
- Manage cash flow and committed projects expenditure for MIG project.
- Approve design and contractor management.
- Verify payment certificate and prepare monthly payment schedule documents for MIG-funded projects.
- Monitor and evaluate projects.
- Assistant with other related municipalities, Councillors and the public Liaise with other spheres of Government, Municipalities, Councillors and the public.
- Be responsible for financial control of projects and operating budgets Ensure Implementation of all municipal projects,
- Performance management system, policies and procedures of the Municipality.
- Communicate with the immediate superior and establish technical details/specification and requirement for specific Project.
- Analyse financial resource requirement against project scope and timeframes with a view to optimising, utilising and achieving cost-effective inputs into the preparation of budgets.
- Prepare resource allocation schedule (cost, material and time conducting briefing session with specialist/supervisory and/or contractors, explaining requirements outcomes).
- Respond to urgent/unscheduled work requests, allocate resources and provide direction/guidelines on requirements and expected outputs to the management team.
- Perform any other duties that may be assigned by the supervisor.

- 1.2. TECHNICIAN: PMU – POST LEVEL 04
ANNUAL SALARY R419 171,80– R429 714,23,
REF NO: TECH/02/01/22)

REQUIREMENTS

- Grade 12 Certificate
- 3 Year B. Tech degree in Civil Engineering or equivalent
- Driver's License Code EB
- 3- 4 years in experience
- Project Management qualifications in Labour intensive construction supervision of infrastructure projects
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

- Plan and coordinate maintenance activities of fleet, equipment and plants and vehicles and budget commitments
- Conduct site visit/meetings to ensure compliance with business conditions.
- Maintain project performance data on a national database.
- Assist in project registration and other related Municipal infrastructure programmes.
- Assist in the implementation of all municipal projects covering all civil engineering discipline with fixed budget and pre-determined timeframes.
- Develop inputs for the capital and operational budgets necessarily 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 by allocations by discussing issues with Managers, Senior Managers and Finance Officials.
- Prepare, submit and present monthly reports as requested by managers.
- Verify payment certificate and prepare monthly payments scheduled 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 task that are delegated by higher authorities

- 1.3. ARTISAN PLUMBER X 2 – POST LEVEL 07
Annual Salary: 275 018. 37 – 319 113.47
(REF NO. TS 03/01/22)

REQUIREMENTS

- N3 certificate in Civil Engineering.
- Trade test diploma in plumbing.
- Code C1 Driver's license.
- 2 year's relevant experience.
- Preparedness to be subject to security clearance.

Key Performance Areas

- Monitor, repairs and maintain water and sanitation infrastructure within the municipal water and waste water reticulation network.
- Install and repair sinks, and maintain underground storm sanitary and water piping and control.
- Install and repair sinks, and maintain water sinks,

tubs and toilets.

- Install, repair and maintain water heaters and heaters and conditioners.
- Operate water system.
- Make repairs to water main lines, network systems, valves and hydrants.
- Apply sound knowledge of the Municipality 's water system in order water to help coordinate water projects with engineers and contractors.
- Plan and control resources.
- Plan, priorities and schedule water and sanitation services maintenance work by communication with the immediate superior and establishing technical details/specifications and requirements for specific project and related maintenance works.
- Ensure all requirements as specified by the manufacture of system and fixtures are met.
- Ensure all installations, repairs and maintenance are properly sized, aligned, supported and graded.
- Respond to urgent /unscheduled work requests, allocate resources and provide direction/guidance on requirements to subordinates.
- Supervised and control tasks/activities associated with controlling personnel performance, productivity and discipline by ensuring that the tasks given by the supervisor is completed within a reasonable time.
- Account on materials and equipment taken from stores to site.
- Ensure that the team wears protective clothing at all time.

2. DEPARTMENT OF CORPORATE SERVICES

- 2.1. HUMAN RESOURCES CLERK-RECRUITMENT - PL9
ANNUAL SALARY: R202 989.00 – R226 693.67 per annum
(REF NO COR5 01/02/22) (Permanent position)

REQUIREMENTS

- Grade 12
- National Diploma in Management Assistant or relevant qualification
- 1-2 years' relevant experience
- Typing skills (40 words per minute)
- Must be able to work with confidential information
- Preparedness to be subject to security clearance

KEY PERFORMANCE AREAS

- To render general typing and Clerical Services to Human Resources
- Typing documents for HR Division such as correspondence, advertisement, reports, minutes, diagrams, Human resources research questionnaire.
- Receive and record applications for the advertised positions
- Capture information for long-lists for the advertised positions.
- Compile Portfolio of evidence files for quarterly, mid-year and annual reports
- Perform any other administrative duties related to Human Resources

3. DEPARTMENT OF COMMUNITY SERVICES

- 3.1. MANAGER : TRAFFIC AND LICENSING –
POST LEVEL 03
ANNUAL SALARY: R440 509.16
(REF NO: CSS 01/03/22) (Permanent position)

REQUIREMENTS

- Grade 12 and registration as a Traffic Officer (DOT)
- Advanced diploma/Degree in Traffic and Metropolitan policing/Traffic Safety Management (NQF 7) or equivalent
- Diploma as Traffic Officer
- Institute of Traffic Officers (ITO III)
- Certificates as Examiner of Vehicles Grade A
- Certificates as Examiner for Driver's Licenses Grade A
- Institute of Licensing Officers
- Code EC & A driving license
- 10 years' work experience as a Traffic Officer, of which 05 years should be at middle management
- Preparedness to be subject to security clearance

KEY PERFORMANCE AREAS

- Plan, manage, control, supervise and execute all law enforcement activities to the community.
- Promoting safety of community at all times through regular patrols, road safety campaigns and law enforcement.
- Ensure that all licensing functions are carried out in a co-ordinated way to the advantage of the community
- Plans and manages activities of division to ensure a law enforcement service in terms of legislation
- develops divisional vision and strategy and ensures implementation to promote efficient productivity.
- Responsible for the executing, controlling and evaluating of all the following function by means of IDP/PMS reporting to ensure work progress. Plans and manage utilisation of resources to perform activities to allow equal and proper usage of resources for service delivery at all areas.

Applications should be directed to the Municipal Manager, Private Bag X 01020, 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 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 thirty (30) working days should regard their applications as having been unsuccessful.

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

We welcome applications from persons with disabilities.

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

CLOSING DATE: 16 MARCH 2022

**DR. PILUSA KKL
ACTING MUNICIPAL MANAGER**

