



Ba-Phalaborwa Municipality

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

1. OFFICE OF THE MUNICIPAL MANAGER

1.1. INTERNAL AUDIT TECHNICIAN-AUDIT RISK BASED- POST LEVEL 05 REF NO. (MM/18/01/01)

ANNUAL SALARY: R295 529, 19-R326 208, 01

REQUIREMENTS

- Grade 12
- National Diploma: Internal Audit or B.Com: Internal Audit
- Registered IIA member
- Internal Audit Technician Programme will be an added advantage
- 3 years proven risk-based internal audit experience
- Code B Drivers 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 organisations systems of internal control, risk management and governance processes
- Prioritize 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.
- Co-ordinate meetings, workshops and seminars
- Benchmarking with professional bodies to incorporate new applicable methods in the internal audit processes
- Perform any other tasks that are delegated by higher authorities

1.2. CHIEF CLERK: COMMUNITY LIASON OFFICE OF THE SPEAKER: POST LEVEL 07x2 REF No.

(MM/18/01/02)

ANNUAL SALARY: R 219 461, 84 - R254 649, 29

REQUIREMENTS

- Grade 12 certificate.
- NQF level 5 (TVET diploma) in Local Government/Public Management/ Business Management/ Management Assistant or Equivalent.
- Computer Literacy certificate
- Code B Drivers Licence
- 1-2 years working experience
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

- Monitor the ongoing activities of ward committees
- Assist in coordination of Public Participation activities
- Participate in drafting departmental budget in the office of the Speaker
- Provide capacity to ward committees
- Administer office and performs client / public service functions organized by council within wards, and also be responsible for activities in the wards.
- Liase with ward committees to facilitate all activities/function organised by Council within all wards
- Perform any other tasks that are delegated by higher authorities

1.3. SECRETARY OF THE SPEAKER: POST LEVEL 08 REF No. (MM/18/01/03)

ANNUAL SALARY: R184 652, 22-R209 764, 51

REQUIREMENTS

- Grade 12
- Diploma in Management Assistant/Secretariat/Typing or equivalent
- 1-2 years working experience
- Good Communication (verbal and written skills)
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

- Performs specific tasks associated with the provision of administrative and secretarial support.
- Schedule, confirm and update the diary and highlight urgent matters that require the speaker's attention.
- Organise, confirm and schedule meetings and appointments with internal and external stakeholders
- Copy, type and format documents or reports and create presentation using word procession and related office applications.
- Provide Secretarial Support
- Maintain and access records of discussions, instructions and correspondence
- Performs general office support and a Reception/Telephonist service
- Collect data from Councillors and other stakeholders
- Perform any other tasks that are delegated by higher authorities

1.4. MPAC - SECRETARY: REF No. (MM/18/01/04)

ANNUAL SALARY: R184 652, 22 - R209 764, 51

REQUIREMENTS

- Grade 12
- Diploma in Management Assistant/Secretariat/Typing or equivalent
- 1-2 year experience
- Good Communication (verbal and written) skills
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

- Provide secretariat and admin support to the MPAC
- Assist MPAC in adherence to processes and procedures by recording all submission to MPAC for investigations.
- Collect data from relevant departments and other stakeholders by writing to department and request financial performance reports.
- Performs general office support and Reception/Telephone Service by attending to all incoming mail and forward to Snr MPAC researcher.
- Maintain and access records of discussions, instructions and correspondence
- Perform any other tasks that are delegated by higher authorities

2. DEPARTMENT OF CORPORATE SERVICES

2.1. SENIOR HUMAN RESOURCE OFFICER STAFFING: POST LEVEL 5 REF No. (CORS/18/02/01)

(Permanent Position: Male candidates are preferred for this position)

ANNUAL SALARY R295 529, 19-R326 208, 01

REQUIREMENTS

- Grade 12
- 3 Years' National diploma in Human Resource Management/Public Administration/Management or equivalent.
- Computer Literacy
- Code B Driver's license
- 3 Years' relevant working experience
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

- Co-ordinate 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 data base
- 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 the 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
- Co-ordinate the review of 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 filling system and maintains and controls access to personnel files to maintain a proper Human Resources archiving system.
- Monitor and supervises activities of staff to ensure that work is performed according to normal activities or ad-hoc instruction receive from supervisor.
- Perform any other tasks that are delegated by higher authorities

2.2. SNR RECORDS OFFICER: POST LEVEL 5 REF No. (CORS/18/02/02)

ANNUAL SALARY: R295 529, 19-R326 208, 01

REQUIREMENTS

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

KEY PERFORMANCE AREAS

- Develop a file plan and structure departmental functions according to the 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 filing system that will ensure that all documents from various departments are filled, archived and retrieved according to the file plan
- Follow all the processes of disposing files to ensure safe keeping of information
- Provide supervisory role to all subordinates to ensure that work is performed and aligned to the archival standard.
- Perform any other tasks that are delegated by higher authorities

2.3. ICT HELP DESK: POST LEVEL 8 REF No. (CORS/18/02/04)

ANNUAL SALARY: R184 652, 22- R209 764, 51

REQUIREMENTS

- Grade 12 certificate plus qualification in Information and Technology (IT) (A+N+MCSE) or equivalent.
- Computer Literacy
- 1-2 years working experience
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

- Responsible for all aspects of ICT helpdesk operations including provision of 1st line support and logs calls with services provider
- Responsible for logging and capturing all calls
- Update the ICT asset Register
- Consolidate all ICT logs (Backups, AD change Management, Offsite tape Register, ER user management and Network user, WSUS and Event Viewer, AV and Firewall
- Update software and application ICT Library
- Resolve calls telephonically
- Allocate calls to Technicians
- Make follow-ups with user and service providers
- File documents in the ICT section
- Provide End User support on MS Office and Windows
- Internet and MS Outlook support.
- Diagnose & rectify faults on the network.
- Diagnose & rectify faults relating to hardware and Software.
- Load Windows and other software Upgrade (upgrades)
- Respond to logged calls with SP for related problems
- Perform ad-hoc duties as directed by the Assistant Director IT
- Perform any other tasks that are delegated by higher authorities

3. BUDGET AND TREASURY OFFICE

3.1. MANAGER: FINANCIAL CONTROL AND EXPENDITURE: REF No. (BTO/18/03/02)

ANNUAL SALARY: R351 521.81 (FIXED)

REQUIREMENTS

- Grade 12
- B.Com Accounting or equivalent
- Computer literacy
- MFMA Certificate as per the competency requirements will be an added advantage.
- Code B Driver's license
- 5 years' experience
- Preparedness to be subject to security clearance

KEY PERFORMANCE AREAS

- Manage key performance and result indicators associated with the financial section of the municipality through implementation of laid own policies and procedures
- Provide inputs into longer terms 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 requirement
- Direct and execute accounting procedures and processes associated with ledger account, investments, risk management and insurance
- Manage bank reconciliation as well and assist with compilation of annual financial statements
- Scrutinise supporting documentation and goods receipting sequences against transactional records and seeking investigational report from expenditure processing functions on anomalies to account and payment due/made
- Asses 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 defines 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 procedure manual 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 , allocating funds to specific call accounts

3.2. MANAGER: SUPPLY CHAIN MANAGEMENT: POST LEVEL 3 REF No. (BTO/18/03/02)

ANNUAL SALARY: R351 521.81 (FIXED)

REQUIREMENTS

- Grade 12
- 3 year National Diploma in Public Finance Management and Administration/Business Administration/Commerce/Accounting Supply Chain Management.
- Computer Literacy
- MFMA Certificate as per the competency requirements will be an added advantage.
- Code B Drivers Licence.
- 5 years working experience in procurement and/or Supply Chain Management of which 2 should be at middle management.
- Preparedness to be subject to security clearance

KEY PERFORMANCE AREAS

- Co-ordinates and controls 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 maintaining 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.
- Co-ordinates the implementation of functional procedures, systems and controls associated with the key performance areas and result indicators of the functionality
- Co-ordinates and controls tasks/activities associated with controlling personnel performance, productivity and discipline
- Executes 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 off bids advertisements
- Ensure compliance with regard to the evaluation of bids
- Perform any other tasks that are delegated by higher authorities

3.3. ACCOUNTANT: SUSPENSE ACCOUNTS: POST LEVEL 6 REF No. (BTO/18/03/03)

ANNUAL SALARY R R260 971, 45 – 288 199, 52

REQUIREMENTS

- Grade 12
- 3 year National Diploma in accounting or equivalent
- SAIPA or SAIA articles
- Computer literacy
- 3 years relevant working experience
- Preparedness to be subject to security clearance

KEY PERFORMANCE AREAS

- Coordinates and controls the application of accounting procedures within the unit by attending verification, reporting, processing and reconciliation of expenditure accounts
- Coordinates and controls 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 resolving deviations from procedures
- Coordinates 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 controlling the effective implementation recordkeeping and data management procedures to facilitate recovery/retrieval or accounting information.
- Perform any other tasks that are delegated by higher authorities



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3.4. ACCOUNTANT: CREDITORS: POST LEVEL 6 REF No. (BTO18/03/04)
ANNUAL SALARY R R260 971, 45 – 288 199, 52

REQUIREMENTS

- Grade 12
- National diploma in Accounting or equivalent
- 3 years relevant experience
- Preparedness to be subject 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

3.5. ACCOUNTING CLERK: POST LEVEL 9 REF No. (BTO/18/03/05)
ANNUAL SALARY : R161 983.15 – R180 899.23

REQUIREMENTS

- Grade 12
- National Diploma (FET) (Accounting or Finance) or Equivalent qualification
- 1 year relevant experience
- Preparedness to be subject to security clearance

KEY PERFORMANCE AREAS

Co-ordinate the application of procedures and sequences associated with administration and processing of creditors accounts, payroll and salary information.
 Assist in maintaining an adjusting payroll parameters/fields on the system with regard to statutory deductions and rates of pay transfers.
 Assist in capturing salary and wage information for employees, councillors against specific votes.
 Assist in extracting reports detailing allowances, overtime and standby payments and submit to the immediate superior for perusal and circulation.
 Assist in activating and processing journal entries to reflect specific adjustment to salary and benefit account upon approval.
 Assist in maintaining the registers and access records of expenditure transactional processes.
 Maintains register and access records of expenditure transactional processes, documentation, instructions and correspondence
 Update information in registers (Asset, Capital Contribution Development Fund, benefit schemes, etc) referring to source documentation /approved payment certificates, etc.
 Update files with current and relevant information pertaining to the payroll administrative activities
 Perform any other tasks that are delegated by higher authorities

3.6. ACCOUNTING CLERK - STORES MANAGEMENT: POST LEVEL 9 REF No. (BTO/18/03/06)
ANNUAL SALARY : R161 983.15 – R180 899.23

REQUIREMENTS

- Grade 12
- National Diploma (FET) (Accounting or Finance) or equivalent
- 1 year relevant experience
- Preparedness to be subject to security clearance

KEY PERFORMANCE AREAS

Assist in implementing cost effective method of acquiring goods and services for the community in a fair and transparent manner.
 Receive goods by checking the goods against the order and delivery Notes to ensure completeness.
 Process Goods Receiving Notes on the Financial System to update Stock levels
 Register all requisitions submitted by department in the Register for future references.
 Register Goods Vouchers, orders, invoices, CIPRO Certificates, check Lists, Delivery Notes, Tax Clearance and BEE Certificates in the register and submit them to the Creditors Section for payments.
 Perform regular stock taking to detect shortages and surpluses and make necessarily adjustments to balance the stock.
 Identify impaired and slow moving stock items and report to Management for write offs.
 Attend to queries relating to stock items and produce or generate reports on the Financial System.
 Process all stocks requisitions on the Financial System before any stock is issued by the Store man.
 Control the key performance areas and critical inputs and outputs of goods or services within the municipality by,
 Implementation of supply Chain Policy, other Procurement policies, MFMA, National and Provincial Regulations and circulars.
 Ensure that the store is kept neat and clean at all times by the Store-man and to ensure that stock items are kept in a safe environment in terms of safety regulations.
 Perform any other tasks that are delegated by higher authorities

4. DEPARTMENT OF PLANNING AND DEVELOPMENT

4.1. MANAGER PLANNING AND HUMAN SETTLEMENT: POST LEVEL 3 REF No. (DPD/18/04/01)
ANNUAL SALARY: R351 521.81 (FIXED)

REQUIREMENTS

- 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
- Code B Driver's License
- Computer Literacy
- Preparedness to be subject 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 that are delegated by higher authorities

4.2. SNR BUILDING CONTROL OFFICER: POST LEVEL 5 REF No. (DPD/18/04/02)
ANNUAL SALARY: R295 529, 19-R326 208, 01

REQUIREMENTS

- Grade 12
- 3 Year National Diploma in Civil Engineering: Building
- Trade test in Bricklaying/Plumbing/Carpentry
- Driver's License Code EB
- 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 subordinate
 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 that are delegated by higher authorities

4.3. SENIOR INTEGRATED DEVELOPMENT PLAN OFFICE: POST LEVEL 5 REF No. (PD18/04/03)
(Employment Equity Position)

BASIC SALARY: R275 269, 37 – R303 845,01 per annum

REQUIREMENTS

- Grade 12
- 3 year National Diploma in Developmental studies/ Public Management/Administration or equivalent
- Advanced computer literacy in MS Word, Power point and Projects
- Sound knowledge of Local Government legislation.
- Strategic Planning and sound knowledge of strategic process
- 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 the Legislation
 Direct municipal transformation by ensuring an acceptable level and quality of public stake holder 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 and thrive 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

4.4. SENIOR TOURISM OFFICER: POST LEVEL 5 REF No. (DPD/18/04/04)
ANNUAL SALARY: R295 529, 19-326 208, 01

REQUIREMENTS

- Grade 12
- 3 Year National Diploma in Tourism Management
- Driver's License Code B
- 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 the tourism guidelines and legislative framework.
 Market Ba-Phalaborwa municipality as a preferred tourist destination of choice by arranging media educational tours and tour operator information sessions.
 Arrange training programs for persons employed in the tourism sector and execute schools tourism awareness programs
 Update and maintain a comprehensive data base for product owners
 Maintain relations with strategic partners to synergise municipal and private sector's tourism development programs and projects into the municipal IDP for coordinated and planned developments.
 Advise SMME'S on tourism related local economic opportunities available.
 Perform any other tasks that are delegated by higher authorities

4.5. VALUATION OFFICER: POST LEVEL 6 REF No. (DPD/18/04/05)
ANNUAL SALARY R260 971, 45 – 288 199, 52

REQUIREMENTS

- Grade 12
- 3 Year national Diploma in Real estate/ Property related field or equivalent
- Code B driver's licence
- 3 year experience in property valuation/estate agency
- Preparedness to be subjected to security clearance

KNOWLEDGE REQUIREMENTS

Knowledge of 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 that are delegated by higher authorities

4.6. ADMIN OFFICER: REGISTRATION: POST LEVEL 6 REF No. (DPD/18/04/06)
ANNUAL SALARY R R260 971, 45 – 288 199, 52

REQUIREMENTS

- Grade 12
- 3 Year Diploma in Developmental studies/public management/Regional planning or equivalent
- Code B driver's license
- 3 Year relevant experience
- Preparedness to be subjected to security clearance

KNOWLEDGE

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 applicant i.e. township establishment, re-zoning, removal of restrictions and applications where objections were received.
 Record all data as required by SPLUMA legislation
 Co-ordinate all inputs/reports from other Departments
 Compile report/item to be submitted to Tribunal
 Liaise with applicant when required
 Liaise with Administrator regarding submissions of items to Tribunal
 Record all correspondence regarding applications and submit to GIS
 Record all consent use application, subdivisions, consolidations, PTO's and all advertised applications.
 Perform any other tasks that are delegated by higher authorities

4.7. LED OFFICER: SMME DEVELOPMENT SUPPORTER: POST LEVEL 6 REF No. (DPD/18/04/07)
ANNUAL SALARY R R260 971, 45 – 288 199, 52

REQUIREMENTS

- Grade 12
- Any 3 year recognised National diploma or equivalent
- Certificate in municipal leadership
- Certificate in supply chain management will be an added advantage
- 3 years relevant experience
- Driver's License Code B
- Computer literacy
- Preparedness to be subjected to security clearance

SKILLS REQUIRED

Communication Skills in three languages.

KEY PERFORMANCE AREAS

Create an enabling environment for the business sector to grow the economy in our region
 Facilitation of Local Economic Development
 Responsible to ensure an adequate administrative and recordkeeping system with regards to social and labour plans
 Property alleviation programme and skills development
 Assists with the establishment of Local Economic Development plan
 Supporting small business enterprises and sourcing funding for entrepreneurs
 Provides admin support the LEDP and LED forum
 Manage and promote informal Trade in BPM, in line with legislation
 Liaises with the local Business Chamber
 Assist with business consultation and registration
 Assist Manager with project implementation and management
 Perform any other tasks that are delegated by higher authorities

4.8. CHIEF CLERK TOURISM: POST LEVEL 7 REF No. (DPD/18/04/08)
ANNUAL SALARY: R R219 461.84 – R254 649.29

REQUIREMENTS

- 3 year National Diploma in Tourism Management
- 2 years relevant experience
- Driver's License Code B
- Computer Literacy
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

Create an enabling environment for tourism growth and tourist destination of choice
 Provide and assist tourist with information
 Advice tourist on destination in and around Phalaborwa area
 Provide admin support to the information centre
 Assist tourist with directions and any other information with regard to tourism activities in the area
 Market and promote the Municipality in tourism trade affairs
 Assist in branding the Municipality as a tourist destination of choice
 Perform any other tasks that are delegated by higher authorities



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5. TECHNICAL SERVICES DEPARTMENT

5.1. MANAGER: WATER SERVICES: POST LEVEL 3 REF No. (TS/18/05/01)

ANNUAL SALARY: R351 521, 81 FIXED

REQUIREMENTS

- Grade 12
- 3 year National Diploma in Civil/Mechanical Engineering (S4) or equivalent
- 4-5 years relevant experience at management level
- Driver's license Code B
- Preparedness to be subject to security clearance

KEY PERFORMANCE AREAS

Plan and manage daily activities of operations and maintenance of the water services in department of Technical Services to ensure implementation of programs 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 regulation 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 contractor

Ensure that the bulk supply of reservoir is monitored by maintenance team and also boreholes are in operation

Plan, prioritise and schedule water and sanitation services projects and maintenance work communicating with the immediate superior and establishing technical details/specifications and requirements for specific project and related maintenance work

Co-ordinate and control task/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 co-ordination of consultative process and implementation of specific disciplinary procedures.

Perform any other tasks that are delegated by higher authorities

5.2. TECHNICIAN: PMU: POST LEVEL 4 REF No. (TS/18/05/02)

ANNUAL SALARY: R334 494, 81 - R342 907, 5

REQUIREMENTS

- Grade 12
- 3 year National Diploma in Civil Engineering
- Project Management qualification in Labour intensive Construction will be an added advantage
- Computer Literacy
- Driver's License Code EB
- 3-4years experience in planning, design, tender process and construction supervision of infrastructure projects.
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

Plans and co-ordinate maintenance activities of fleet, equipment and plants infrastructure to ensure better operation of plants and 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 discipline with fixed budget and pre-determined timeframes

Developing 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

Recommending adjustments in terms of budget allocations by discussing issues with Managers, Senior Managers and finance department

Prepare, submit and present monthly and ad hoc reports as requested by Manager

Verify payment certificate an prepare monthly payments 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 that are delegated by higher authorities

5.3. LABORATORY ASSISTANT: POST LEVEL 10 REF No. (TS/18/05/03)

ANNUAL SALARY: R144 074, 58 -R159 212, 58

REQUIREMENTS

- Certificate in Chemistry or water quality/process
- 1 year relevant working experience
- Preparedness to be subject to security clearance

KEY PERFORMANCE AREAS

Support laboratory operations, by performing maintenance functions and completing non-technical routine lab tests and procedures under the direction of Technician Laboratory.

Operate sewer and Storm Systems

Conduct non – technical routine laboratory tests and procedure

Assist on laboratory records and inventory for supplies and reagents.

Open, separate, number and arrange specimens for laboratory examination and trace results

Maintain laboratory equipment and supplies by cleaning and maintaining quality assurance records.

Maintain a clean and sanitary work area in accordance with standard laboratory practice and procedure.

Perform any other tasks that are delegated by higher authorities

5.4. SPECIALIZED OPERATOR (TLB): POST LEVEL 11 REF No. (TS/18/05/04)

BASIC SALARY: R131 203, 57 -R139 465, 19

REQUIREMENTS

- SAQA Certificate in Operating TLB or equivalent
- First Aid and Safety
- EC1 Driver's License with PDP
- 1 year experience working as an operator
- Preparedness to be subject to security clearance

KEY PERFORMANCE AREAS (SERVICE DELIVERY SERVICES BY):

Operate heavy specialised mechanical plant e.g grader, front end loader, crane truck, bulldozer and heavy vehicle like trucks, water trucks etc

Drive and manoeuvre heavy mechanical plan and engaging controls to operate mechanisms to enable digging, loading, grading and levelling sequences

Control the utilization of materials (sand, stone, crusher run etc) and discharge/offload required quantities of materials for repair or reconstruction work.

Observe and or participate in the loading/offloading sequences of material and equipment and correct deviations from safety procedures.

Transport material/equipment to worksites and operate heavy mechanical plant or specialised vehicle during roads and storm water maintenance.

6. DEPARTMENT OF COMMUNITY AND SOCIAL SERVICES

6.1. HORTICULTURIST: POST LEVEL 5 REF No. (CSS/18/06/01)

ANNUAL SALARY: R295 529.19 – R326 298.01

REQUIREMENTS

- Grade 12
- 3 year National Diploma in Horticulture
- Driver's License Code EB with PDP
- 3 years relevant experience
- Registration as a poison control officer will be an added advantage
- Preparedness to subject to security clearance

KEY PERFORMANCE AREAS

Prepare seed beds, transfer plants to containers, 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.

Analyze plants to figure out whether they are nutrient deficient, infected with diseases or invested with pests and determine the remedy .

Prune and weed areas to keep plants healthy 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.

Responsible of operation budget, budget monitoring and any horticultural capital projects like installation of new gardens.

Perform any other tasks that are delegated by higher authorities

6.2. ASSISTANT SUPERINTENDENT - ENVIRONMENTAL HEALTH: POST LEVEL 6 REF No. (CSS18/06/02)

ANNUAL SALARY : R260 971, 45-288 199, 52

REQUIREMENTS

- Grade 12 certificate
- NQF 5 Certificate in Environmental practices
- Code EB Driver's License with PDP
- Communicate in at least three 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 from facilities (litter picking, public toilets, street, refuse, medical) Supervises a team of labourers

Observe and supervise activities of team to ensure the completion of the daily tasks and the improvement of productivity by,

- Allocate work according to received work plan
- Observe quality of work and instructing team
- Report daily activities to supervisor by giving verbal feedback

Observe and supervises utilization, application and maintenance of machinery, equipment, tools and material to ensure the safe keeping and condition thereof, by:

- Inspect machinery, equipment and tools used in order to identify defects or receiving defects report from staff
- Monitor the utilization 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;
- Verify and completing time sheet of reporting staff
- Provide inputs on leave and work schedules prepared by supervisor
- Perform driver activities using a vehicle /truck to transport machinery, equipment and workers to and from the workplace, by,
- Transport machinery, equipment and people
- Inspect oil and fuel levels and adding oil or fuel when necessary
- Provide verbal details or completing accident reports in case of accidents
- Perform any other tasks that are delegated by higher authorities

6.3. TRAFFIC INSPECTOR GR 1: POST LEVEL 7 REF No. (CSS/18/06/03)

ANNUAL SALARY: R219 461.84 – R254 649.29

REQUIREMENTS

- Grade 12
- Traffic Diploma
- Codes A and EC driver's license
- 2 year's working experience in law enforcement
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

Monitors adherence to traffic law enforcement to ensure traffic flow and safety

Administer the issuing of summons and notices to ensure the executing of law enforcement activities

Control traffic for events, gatherings, scholar patrols, sports, escorts or other purposes to ensure traffic flow and road safety

Perform driver activities using a vehicle to transporting 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 completes accident reports by obtaining verbal feedback from drivers in case of accidents which 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 that are delegated by higher authorities

6.4. 2xCHIEF CLERK: LISENSING INSPECTION: POST LEVEL 7 REF No. (CSS/18/06/04)

ANNUAL SALARY R219 461.84 – R254 649.29

REQUIREMENTS

- Grade 12
- Traffic Diploma including inspector of licenses module
- A and EC Driving license
- E-Natis registration
- 2 year experience Law enforcement
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

Conduct inspections on request for business license issue authorizations and inspection requirements in terms of existing policy,

Comply with and complete the general tasks of an inspector National Road Traffic Act 93 of 1996

Assist traffic section and officers and monitors adherence to traffic law enforcement to ensure traffic flow and safety

Administer the issuing of summons and notices to ensure the executing of law enforcement activities

Controls traffic for funeral, school patrol, accident or other purpose to ensure traffic flow and safety

Performs driver activities using a vehicle to transporting equipment and people

Perform any other tasks that are delegated by higher authorities

6.5. GENERAL WORKERS POST x25: POST LEVEL 14

BASIC SALARY : R102 287, 91 – R 106 217, 21 PER ANNUM

REQUIREMENTS

- Grade 10 (STD 8)
- Cleaning skills, Communication skills , Functional literacy
- First Aid
- Operating skills
- Ability to work on changing weather conditions i.e , exposed to hot and cold temperatures
- Physically fit to perform any general duties that may be assigned
- Preparedness to be subjected to security clearance

PERFORMANCE AREAS

Prepare beverages for staff to ensure effective services delivery

Clean kitchen, cutlery and outside area to ensure neat and clean work environment

Maintain and cleans equipment and tools used, to ensure clean equipment and tools are always in good working condition

Operate any vector control equipment in a safe manner

See that safety equipment is worn at all times when busy with vector control

Maintain, clean and keep all vector control equipment in a good operating condition at all times

Maintain storm water furrows and remove litter, debris or any other obstruction which might block the natural flow of water

Perform any cleaning or other job related task delegated from time to time.

Commence with cleaning sequence, mixing and using chemical detergents to remove stains /dirt from painted or ceramic surfaces

Clean tools & municipal building

Remove and wash off debris from tools and or / vehicles using pressurized cleaning systems (hand held hoses)

Maintain the cleanliness of streets and open public spaces

Clean streets and open public spaces

Remove carcass of animals on the road

Remove waste products from the supermarkets

Maintain and repair work to roads, storm water and drainage

Clean worksites, stores equipment and tools and loads materials prior to departure from work site

Receive verbal instructions from the immediate superior on the work programme and/or cleaning priorities related to specific facilities

Applications should be directed to the Municipal Manager, Private Bag x 01020, PHALABORWA, 1390. 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 applicants from persons with disabilities.



CLOSING DATE: 10 April 2018