



BA-PHALABORWA MUNICIPALITY

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

1. OFFICE OF THE MUNICIPAL MANAGER

1.1. MANAGER: OFFICE OF THE MUNICIPAL MANAGER –PL03
(REF NO: MM/01/21)

ANNUAL SALARY: R425 612.72 per annum (fixed)

REQUIREMENTS

- Grade 12
- Degree in Public Administration/ degree in political Science
- Computer Literacy Certificate
- 5-6 years' relevant experience
- Code B driving license
- Preparedness to be subjected to security

KEY PERFORMANCE AREAS

- Development divisional vision and strategy
- Provide inputs and generate aspects that should be included in the organizational strategic plan
- Monitor the implementation of the organizational strategy
- Develop action plans to ensure achievement of divisional vision with inputs from direct reports in workshops with other departments
- Develop and monitors systems, policies, procedures and process
- Manage the office of the Municipal Manager
- Plan and manage the day to day activities of personnel and resource within the Municipal Manager's Office.
- Respond to queries on behalf of the Municipal Manager when delegated
- Manage effective liaison between the offices of the speaker, Chief Whip, Councillors, all stake holders and the Municipal Manager
- Manage the facilitation of gender empowerment programmes
- Provide the on –going review and analysis of existing related policies
- Determine the effectiveness in mainstreaming race, gender and disability within the Ba-Phalaborwa environment
- Advocate special programmes
- Develop, implement, monitor and advocate awareness campaigns and special program
- Manage Youth, Children and women development programs
- Manage the implementation of programs aimed at mainstreaming race, gender and Disability
- Manage HIV/AIDS program within the municipality
- Advocate for integration of people living with disabilities in the economic and social mainstream
- Manage publications, branding and Events
- Manage resources (Human, Physical, and Financial Resources)

2. PLANNING AND DEVELOPMENT

2.1. SENIOR MANAGER: PLANNING AND DEVELOPMENT

(REF NO: PD/02/21)

TOTAL REMUNERATION PACKAGE: R894 447 (minimum);
R 1 022 226 (mid point) R1 133 463 (Maximum) per annum
(CONTRACTUAL)

The Contract is in line with Section 57 (6) (a) of the Municipal Systems Act which does not exceed a period ending one year after the election of the next council of the Municipality

The successful candidates will be required to sign an employment contract and Performance Agreement, must disclose financial interests and undergo security vetting.

Minimum competency Requirements:

- 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
- Project management certificate or diploma /Registration as a Professional Planner in accordance with the Planning Professions Act 2002, (Act no. 36 of 2002) will be an added advantage
- 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).
- 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 54management, 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

2.2. SENIOR OFFICER TOWN PLANNING – POST LEVEL 05
(REF NO: PD /03/21)

ANNUAL SALARY: R357 818 .43 – R 394 9633.48 per annum

REQUIREMENTS:

- Grade 12
- 3 year National Diploma in Town and Regional Planning
- Registered as a professional with SACPLAN
- 3 years' relevant experience
- Preparedness to subject to security clearance

KEYPERFORMANCE AREAS

- Supervise Land use, Spatial planning and GIS
- Perform Land use activities
- Facilitate and monitor the development review and implementation of the Land Use Management Scheme
- Make recommendations and comments to the municipality and clients on what must be done on the inspected properties
- Manage category 2 and 4 applications in terms of chapter 5 of SPLUM By-Law of the municipality.
- Monitor the performance of the GIS
- Develop and review Spatial Development Framework, spatial plan and policies of the municipality
- Coordinate the development, review and management of GIS policy.
- Advise internal sections, Human settlements, IDP as well as internal departments on town planning issues,
- Give advice on Valuation roll issues
- Coordinate participation of traditional authorities in land development processes.
- Compile reports

3. BUDGET AND TREASURY OFFICE

3.1 MANAGER: FINANCIAL CONTROL AND EXPENDITURE- POST LEVEL 03 REF NO. BTO/04/21)

ANNUAL SALARY: R425 612.72 per annum (fixed)

REQUIREMENTS

- Grade 12
- BCompt or Bcom degree in Accounting
- Computer literacy
- 5 years' relevant experience
- Code B Driver's License
- An MFMA Certificate will be an added advantage
- Preparedness to be subjected to a security clearance

KEYPERFORMANCE AREAS:

- Develop and manage an annual budget for the division, and prepare and submit budget adjustments
- Monitor the utilization of budget to ensure that expenditure is effectively managed and efficiently deployed within the timeframes
- Produce reports on budget spending in relation to expenditure, deviations from the operational implementation of the division's budget, and submissions for payment of service providers.
- Approve and monitor the procurement process for the section for the procurement of service providers according to stipulated financial parameters and technical specifications
- Manage review of payment vouchers to ensure correctness and complete and approve vouchers
- Monitor review of correctness and capturing of payroll data prior uploading on the system
- Review monthly creditors reconciliations to ensure that all outstanding amounts are paid.
- Monitor the timely payment of creditors within stipulated time frame
- Produce creditor reports for submission to the CFO incorporating both creditor age analysis and creditors reconciliation
- Manage petty cash in accordance with Financial Policy and procedures
- Manage VAT, preparation of tax year reconciliation and ensure compliance in respect of SARS returns submission.

3.2. SNR ACCOUNTING CLERK: FLEET INSPECTION-POST LEVEL 08
(REF NO (BTO/05/21)

ANNUAL SALARY R223 571.72 – R 253 976.97 Per annum

REQUIREMENTS

- Grade 12
- National Diploma in Logistics or Transport Management (NQF 5)
- Code C1 or B driver's license
- 1-year relevant experience
- Preparedness to be subject to security clearance

KEY PERFORMANCE AREAS

- Conduct fleet inspection
- Facilitate the registration and Licensing all Fleet processing/compiling documentation and liaising Traffic.
- Keep and issue petrol/ diesel cards on a monthly basis.
- Coordinate the reconciliation between statements and consumptions
- Conduct inspection and complete forms for handing over between drivers.
- Provide administration and utilization of municipal fleet
- Adhere to procedures for fleet management.
- Coordinate usage of municipal fuelling facilities.
- Provide inputs for productivity and operational reports.
- Input on specifications for vehicles, equipment, supplies and materials.
- Coordinate the execution of vehicle and equipment replacement schedule.
- Provide the repair and maintenance operation for all municipal vehicles.
- Conduct vehicles Inspection and prepare report.
- Coordinate vehicle concerns and issues with relevant department/Division

4. DEPARTMENT OF CORPORATE SERVICES

4.1. DESKTOP AND SYSTEM SUPPORT-POST LEVEL 06
(REF NO: CORS 06/21)

ANNUAL SALARY: R315 976.89 – R315 976.01 – R394 963.48

REQUIREMENTS

- Grade 12

- 3 Year National diploma in Information Technology (IT) N+, A+, MCSE, ITIL or relevant.
- Code B Driver's license
- 3 Years working experience
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

- Responsible for all aspects of systems administration including networks, application, databases and telecommunication.
- Implementation, configuration, coordination, control, maintenance, trouble shooting, security, usage monitoring and the development of specialized system procedures.
- Install, Maintain and service computer systems and related machines such as printers, Pc's and laptops.
- Provide End user support on MS Office and Windows XP/Windows 7.
- Network and Server 2000/2003 administrator.
- Internet and MS Outlook support.
- Install Routers and Switches.
- Upgrade Software on computer systems and Security patches and Services Packs.
- Diagnose & rectify faults on the network infrastructure and advise.
- Diagnose & rectify faults relating to hardware and Software.
- Load and upgrade windows and other software
- Make network Cable fly leads and patch leads.
- Installation & configuration of computer/ Desktops on Windows environment.
- Application installation and configuration of Municipal ER Systems
- Provide 1st line support.
- Respond to logged calls with SP for related problems.
- Ensure the status and success of backup performed.
- Ensure network availability and performance on LAN and on services levels experienced on all segments of WAN.
- Create Usernames & Mailboxes on the server.
- Updating the Antivirus daily and installation
- Perform administrative function on exchange server
- Maintain the DHCP and Active directory.
- Advise on the Specification of Hardware and Soft.
- Advise on the network solutions and Topologies
- Responsible for IT Assets register
- Perform ad-hoc duties as directed by the Manager: IT.

5. DEPARTMENT OF COMMUNITY AND SOCIAL SERVICES

5.1. SENIOR LIBRARY ASSISTANT – POST LEVEL 08 (3 positions)
REF (CSS/07 /21)

ANNUAL SALARY: R223 571.72 – R 253 976.97

REQUIREMENTS

- Grade 12
- NQF Level 4 certificate in Library and information Sciences
- Computer literacy
- 1-year library experience
- Code B driver's license
- Preparedness to be subjected to security clearance

KEY PERFORMANCES

- Administrator library assets by regular updating library assets, compile regular reports and keep daily stock.
- Receive information request, analyses and identify suitable information resources.
- Handle cash by receiving, balancing
- and reporting cash related problems to a Senior Library office official available.
- Shelve information according to prescribed procedures.
- Process incoming and outgoing information resources according to prescribed procedures.
- Consolidate daily and monthly library statistics.
- Conduct user Education on library products and services.
- Ensure library is ready to serve the public and report deviations when applicable
- Make copies and keep record of photocopies made in adherence to the copyright.
- Plan and prepare outreach events and implement programs according to schedule.
- Perform any other tasks that are delegated by higher authorities.

All applications should be forwarded to: The Municipal Manager, Ba-Phalaborwa Municipality, Private Bag X01020, PHALABORWA 1390 or hand delivered to office no. H29, Human Resources division for the attention Ms Mahlabela A at (015) 780 6482.

For the senior position, enquiries should be referred to Ms Mokoena SS at (015) 780 6335

NB. Application for Senior Manager Planning and Development must be submitted on an official application Form, which could be downloaded from the Ba-Phalaborwa Municipality website at www.ba-phalaborwa.gov.za or collected from Ba-Phalaborwa municipality and accompanied by a detailed curriculum vitae.

Take note that Candidates applying for senior manager's position must disclose their academic qualifications, proven experience and competencies and contact references.

No application for the Senior Manager position will be considered if not submitted on the official application forms.

Enquiries for Snr Manager Planning and Development position should be directed to Mokoena SS at (015) 780 6335

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

We welcome applications from persons with disabilities



NB. THE MUNICIPALITY HAS A RIGHT NOT MAKE ANY APPOINTMENT

Closing Date: 11 JUNE 2021

MI MOAKAMELA
MUNICIPAL MANAGER