



BA-PHALABORWA MUNICIPALITY

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

1. SENIOR MANAGER: CORPORATE SERVICES

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

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

MINIMUM COMPETENCY REQUIREMENTS:

- A Bachelor's degree in Public Administration / Management Sciences / Law or Equivalent
- 5 years relevant experience at the middle Management level
- Have a proven successful institutional transformation within public or private sector
- Proven successful management experience in administration
- A certificate in a Municipal Finance Management Programme as prescribed by National Treasury, Government Gazette No 29967, dated 15 June 2007, will be an added advantage
- A driver's license, Computer Literacy
- Preparedness to be subjected to Competency assessment
- Preparedness to be subjected to security clearance

KNOWLEDGE

- Good knowledge and understanding of relevant policies and Legislation
- Good understanding of institutional governance systems and performance management
- Good knowledge of corporate Services, including Human Capital management, Legal services, Facilities management, information Communication Technology, council support, good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act and other Act, 200 (Act no 5 of 2000)
- Good governance and good knowledge of the Labour Relations Act and other labour-related prescripts
- Good knowledge of coordination and oversight of all specialized support functions

COMPETENCY FRAME WORK

- Leadership competencies in terms of the Local Government Municipal System Act (Competency Framework for senior Managers) as well as Municipal performance regulations: ie Strategic capability and leadership, people management, programme and project management, financial management, change leadership, and governance leadership
- Core competencies in terms of the Local Government Municipal system Act (Competency Framework for Senior Managers) and the Municipal Performance regulations, ie Moral competence, planning and organizing, analysis and innovation, knowledge and information management, communication, Result and quality focus.

KEY PERFORMANCE AREAS

- Provide strategic direction and monitor the implementation of the strategic objectives of the Directorate
- Participate in a strategic management of the Municipality by advising the Municipal Manager on issue pertaining to the Corporate and shared Services Directorate
- Oversee the management of the Human Resources in accordance with municipal regulations and other legislation applicable to the municipality
- Manage the recruitment and retention of the required talent in the Municipality
- Manage organizational transformation and Development in the Municipality
- Mitigate risk and ensure compliance with OHS&A
- Improve the employee wellness through sound labour relations practices
- Ensure cost-effective management of the Directorate's budget and the timely implementation of the resolutions related to the Directorate
- Ensure that the effective electronic information management system is available and optimally utilized to enhance service delivery
- Manage the provision of transversal professional labour relations, legal and secretariat services to the Municipality
- Develop organizational policies and Procedures

2. SENIOR MANAGER: COMMUNITY AND SOCIAL SERVICES

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 candidate 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 Social Science / Public Administration/Law or equivalent
- Five (5) year relevant experience at Middle management level
- Proven successful institutional transformation within the Public or Private Sector
- Registered with the South African Council for Social Services Professionals (SACSSP) or similar recognized relevant professional body 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 policies and Legislations
- Good knowledge and understanding of institutional governance system and performance management

- An understanding of Council operations and delegation of powers, as well as health services management, cemetery management, public safety and parks and recreation management.
- 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's 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

- Draft the Directorate's strategic plan, ensure the implementation of the environmental health and community services programmes in line with the integrated Development Plan of the Municipality
- Execute the approved budget in line with the services Delivery Budget Implementation plan
- Develop and implement policies, procedures and by-Laws relevant to environmental health and community services.
- Enforce compliance with all status
- Manage and coordinate traffic and Law Enforcement, Licensing and parks and cemeteries

3. SENIOR MANAGER: PLANNING AND DEVELOPMENT

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
- 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 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

Notes: Candidates applying for senior managers' positions must disclose their academic qualifications, proven experience and competencies as well as contact references.

Application for Senior Managers must be submitted on an official application Form, which can be down loaded from the Ba-Phalaborwa Municipality website: www.ba-phalaborwa.gov.za or collected from Ba-Phalaborwa Municipality and accompanied by a detailed curriculum vita. NB. THE MUNICIPALITY HAS A RIGHT NOT TO MAKE ANY APPOINTMENT.



We welcome applications from persons with disabilities.

Enquires on these position should be directed to Ms Mokoena SS at 015-780 6335/ 6326

CLOSING DATE: 06 August 2020

MOAKAMELA MI
MUNICIPAL MANAGER