



BA-PHALABORWA MUNICIPALITY

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

1. DEPARTMENT OF TECHNICAL SERVICES

1.1. SENIOR MANAGER: TECHNICAL 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.

REQUIREMENTS

- A Bachelor of Science degree in Engineering/ B Tech Engineering or equivalent.
- 5 years' experience at a middle management level or as programme/project manager.
- 3-4 years must be at professional/ management level engineering management experience.

- Certificate of competency as required in terms of the General Machinery Regulations, 1988; or
- Registration with a recognized relevant engineering professional body will be an added advantage.
- Driver's license

KNOWLEDGE

- Good knowledge and understanding of relevant policy and legislation
- Good knowledge and understanding of institutional governance systems and performance management.
- Extensive knowledge of the public office environment
- Must have extensive knowledge of the public office environment
- Ability to formulate engineering master planning, project management and implementation

COMPETENCY FRAMEWORK

- **Leading competencies** in terms of the Local Government Municipal systems Act (competency framework for senior managers) as well as the Municipal performance regulations i.e. Strategic capability and leadership, People management, Program and Project Management, Financial management, Change leadership and governance leadership.
- **Core competencies** in terms of the Local Government Municipal Systems Act (competency framework for senior manager) and the Municipal performance regulations i.e. Moral competence, Planning and organizing, analysing and innovation, knowledge and information management, communication, result and quality focus.

KEY RESPONSIBILITIES

- Manage the provision of services to the local community in a sustainable and equitable manner including, but not limited to the following functions: Provision of water, sanitation, roads and storm water and sewerage and taking full responsible for the management, operation, maintenance, planning and administration of the electricity network.
- Provide an advisory service to the Council regarding all aspects falling within his/her scope of work and carrying out their decision.

- Develop, implement and manage strategic goals, policies, procedures and plans for the directorate under his/her control.
- Develop policies and guidelines for the effective operation of service delivery
- Develop a program for infrastructural service delivery within the municipal area in line with the IDP, and oversee its implementation.
- Coordinate and supervise the management of own funded projects, implement National Building regulations, take the required responsibility as defined in the Occupational Health and Safety Act, Act no. 85 of 1993 and its regulations.

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

Application for this position must be submitted on an official application form which could be downloaded from Ba-Phalaborwa website: 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 Municipal Manager, Ba-Phalaborwa Municipality, Private Bag X01020, Phalaborwa 1390.

NB. No application for the Senior Manager: Technical Services' position will be considered if not submitted on the official application form. Email and fax applications are acceptable at mokoenas@ba-phalaborwa.gov.za or fax no. 015-781 0726

Enquiries on this position should be directed to Ms Mokoena SS @ 015 780 6335/6326

2. OFFICE OF THE MUNICIPAL MANAGER

2.1. PERSONAL ASSISTANT TO THE MAYOR (CONTRACTUAL) REF NO. (MM/20/02/01)

Remuneration: Comprehensive package will be negotiated with the successful candidate. The incumbent will be expected to sign a 5 year contract.

REQUIREMENTS

- Grade 12
- B -degree with political science as a major subject
- 3 years relevant experience

- Computer Literacy
- A valid Drivers License
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

- Conduct research for the Mayor
- Conduct political analysis by conducting surveys of needs and demands through consultation with the Mayor
- Advise and update the Mayor on current political affairs
- Analyze and write various overlays of the Mayor and draft speeches, speaking notes or concept notes as the case may be
- Compile, write, edit and proceed reports that requires authorship of the Mayor as included in his/her broad responsibilities (i.e SALGA), as well as place recent mayoral speeches on the municipal website
- Ensure proper document management
- Attend meetings for and with the Mayor and when delegated
- Handle office affairs
- Maintain good relations with other municipalities

2.2 CHAUFFER TO THE SPEAKER – (CONTRACTUAL)

(REF NO MM/20/02/02)

Remuneration: A comprehensive package will be negotiated with the successful candidate. The incumbent will be expected to sign a five –year contract

REQUIREMENTS

- Grade 12
- A valid driver’s license with Professional Driving Permit (PDP)
- Advanced driving certificate will be an added advantage
- 3 years’ experience in driving Executives
- Preparedness to be subject to security clearance

KEY PERFORMANCE AREAS

- Performs driving functions to the Speaker

- Receive instructions from the Speaker to drive to certain destinations
- Transport the Speaker to and from scheduled public events and functions
- Communicate with protection personnel on specific safety requirements and apply agreed procedures to avoid life threatening incidents
- Provide VIP security services to the Speaker
- Check travelers and their hand luggage to detect concealed weapons and explosions
- Maintain the Speaker's vehicle
- Check that specific safety requirements have been complied with prior departure
- Update and maintenance of mechanical systems of the vehicle

3. DEPT OF CORPORATE SERVICES

3.1. ICT HELP DESK - POST LEVEL 8

REF. NO: (CORS/20/03/01)

ANNUAL SALARY: R223 571,72 –R 253 976,97

REQUIREMENTS

- Grade 12 certificate
- Qualification in Information and Technology (IT) (A+N+MCSE) or relevant qualification
- Computer Literacy
- A valid driver's license
- 1-2 years working experience
- Preparedness to be subjected to security clearance

KEYPERFORMANCE 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

4. BUDGET AND TREASURY OFFICE

4.1. MANAGER REVENUE AND DEBT MANAGEMENT POST LEVEL 03.

(REF NO: BTO/20/04/01)

Basic Salary: R425 612,72 (Fixed)

REQUIREMENTS

- Grade 12
- B Comm in Accounting, B compt or B Tech
- MFMA certificate as per competency requirements will be and added advantage
- Code B drivers license
- 5 years' relevant experience
- Preparedness to be subject to security clearance

KEY PERFORMANCE

- Manage Revenue and Debt management

- Provide inputs and Generate aspects that should be included in the organizational strategic Plan
- Develop action plan to ensure achievement of divisional vision with inputs from direct reports in workshop with other department
- Develop and Monitor systems, policies, procedures and processes
- Develop and recommend policies appropriate for the division for consideration by council
- Manage the development of by Laws
- Provide guidance and oversight in respect of the valid, accurate and complete administration billings
- Develop and monitor implementation of internal controls for timeous billing and rendering of accounts
- Manage stake holder engagement
- Review rates and debtors reconciliation and reports for presentation to the CFO for approval
- Manage Debt collections and Credit control
- Monitor compliance with the relevant policy provision
- Manage financial resources
- Develop and Manage an annual Budget for the division
- Provide reports on Budget spending in relation to expenditure, deviations from the operational implementation of the division's budget, and submission for payment of services provider
- Manage Human Resources within the department
- Determine staff levels and prepare motivations for the filling of vacancies to complement functional objectives and requirements

**4.2. MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME
(MFMP) REF NO: (BTO/20/04/04)(7 POSITIONS)**

2 year contract

REMUNERATION:R110 000 Per Annum (all –inclusive remuneration package

REQUIREMENTS

- A Bachelor's degree / diploma with Commerce, Accounting, Local Government Accounting, Economics, Management Accounting or Auditing and Taxation as Major subject.
- Newly Graduate between the age of 21 and 35 years

KEYPERFORMANCE AREAS :

- Offer strategic leadership management(including people management)
- Undertake Financial and performance reporting
- Apply good Governance,professionals ethics and values
- Be involved in auditing and accountability
- Foster partnership and stake holder relations
- Manage change , risk and projects
- Manage procurement and contracts

5. DEPARTMENT OF TECHNICAL SERVICES

5.1. MANAGER: ELECTRICAL SERVICES-POST LEVEL 03 (PERMANENT

REF NO TS4 /20/05/01

BASIC SALARY: R425 612,72 (FIXED)

REQUIREMENTS

- Grade 12
- B-Tech in Electrical Engineering or relevant qualifications
- Wireman's License
- Five (5) years relevant experience in Management or Supervisory level
- Valid Driver's license
- Preparedness to be subject to security clearance

KEY PERFORMANCE AREAS

- Develop divisional vision strategy

- Provide inputs into and generating aspects that should be included in the organizational strategic plan
- Develop action plan to ensure achievement of the divisions with direct reports
- Manage activities associated with the construction, installations, protections, testing and energy management of medium /low voltage electrical reticulation
- Manage clean site, storage and safe keeping mechanicals tools
- Manage construction and installation
- Manage the reading and interpretation of readings/works orders detailing layout and specifications
- Manage contracts for minor construction and maintenance activities to ensure proper and efficient control over contracts

5.2. TECHNICIAN – ELECTRICAL – POST LEVEL 04 (PERMANENT)

(REF NO 20/05/02)

Basic Salary: R404 996,91 –R415 182,83

REQUIREMENTS

- Grade 12
- 3 Year National Diploma in Electrical Engineering
- Wireman's license
- 4 years' relevant experience in management or supervisory level
- Valid Driver's license
- Preparedness to be subject to security clearance

KEY PERFORMANCE AREAS

- Manage safety procedures by checking that the distribution of electricity complies with the required standard and the level of safety
- Control switching of high - voltage breakers
- Ensure the safety for public and staff
- Obtain quotations for materials and equipment required
- Ensure all by-laws, legislation and resolution are implemented
- Perform installations, maintenance and repair tasks.

- Make new electrical connections and maintain existing infrastructure
- Control high tension switching up to 33000 volts
- Coordinate electrical construction and installations
- Mark route for the running in and laying of cables and positioning of structures (poles)and providing guidance to personnel on specific activities
- Terminate cables, wire etc.to junction boxes, connecting blocks and/or terminals including soldering, fitting of lugs and harnessing wire
- Plan and Predictive maintenance
- Confirm through tests and communication with the control room all live conductors are disconnected in premises housing switchgear and transformers prior to permitting support personnel to enter and commence with maintenance activities in such premises
- Continuous individual development to keep up new technologies and procedures
- Liaise with relevant bodies /councils on technical / engineering – related matters

5.3. TECHNICIAN – MECHANICAL – POST LEVEL 04

Basic Salary: R404 996,91 –R415 182,83

(REF NO TS4/20/05/03)

REQUIREMENTS

- Grade 12
- 3 Year National Diploma in Mechanical Engineering
- Project management skills
- Valid Driver's license
- 4 years' relevant experience in management or supervisory level
- Preparedness to be subject to security clearance

KEY PERFORMANCE AREAS

- Plan and make provision for vehicle fleet equipment and plant infrastructure to ensure the better operation of plant and vehicles, as well budget commitments.
- Perform, Plan, Construction and maintenance activities to ensure the better operation of the vehicle fleet, water, and sewer plants system
- Manage, monitor and control external capital projects to ensure the quality of work and budget commitments
- Perform client and public –related services to ensure effective and efficient service delivery to the public
- Monitor adherence to legal requirements on all new projects to ensure compliance with prescribed procedures
- Ensure that safety health policy is prominently displayed and adhered to all employees
- Ensure the rectification of any deviations from the required standard.

5.4. LABORATORY TECHNICIAN- POST LEVEL 04

REF NO TS4/ 20/05/04

BASIC SALARY: R404 996,91 –R415 182,83

REQUIRMENTS

- Grade 12
- 3-year National Diploma in Biotechnology/Environmental laboratory technology/quality control/Biology/Chemistry/microbiology or relevant qualifications
- Code EB driver's license
- 4 years' relevant experience in water quality
- Preparedness to be subject to security clearance

KEY PERFORMANCE AREAS

- Support laboratory operations, perform maintenance functions and complete non- technical routine lab tests and procedures under the direction of professional staff
- Operate sewer and Storm Sewer system
- Performs routine laboratory procedures such as preparation of media and basic preparation of slides and smears
- Conduct non-technical routine laboratory tests and procedures.
- Maintain a clean and sanitary work area in accordance with standard laboratory practice and procedure
- Operate water Systems
- Plan and control resources, prioritize and schedule water and sanitation services projects and maintenance work, by communicating with the immediate supervisor and establish technical details /specifications and requirements for specific project and related maintenance work
- Co-ordinate and controls task / conduct associated with controlling personnel performance, productivity and discipline by monitoring attendance /conduct and output and addressing deviations from agreed performance indicators through meetings /counselling and/or other approved methods designed to improve and motivate personnel.
- Establish the adequacy and availability of personnel against agreed out comes and motivating to the immediate superior for additional resources.

5.5. SUPERINTENDENT- OPERATIONS AND MAINTANANACE –

POST LEVEL 05 REF NO 20/05/05

Basic Salary: R357 818-43 –R394 963,48

REQUIREMENTS

- Grade 12
- 3 Year National diploma Electrical Engineering
- Trade test certificate

- Operation Regulation for High Voltage Systems (ORHVS) Certificate
- Code B driver's license
- 3 years' relevant experience
- Preparedness to be subject to security clearance

KEY PERFORMANCE AREAS

- Perform electrical infrastructure construction and maintenance activities
- Perform switching on High Tension voltage lines (11 KV, 33KV)
- Switch off power supply when personnel are working on equipment
- Inspect location of cable faults by walking along routes using fault detection equipment
- Obtain thoroughfare permits for power lines crossing client's property by completing necessary contract
- Supervises activities of electricians to ensure that work is performed according to work plan
- Allocate work to reporting work staff
- Receive notifications of emergency situations from control room operator
- Perform spot inspections on plant and equipment
- Approve requisition as compiled by the subordinates
- Allocate material and equipment from stores and vendors as informed by planner.

5.6. SUPERINTENDENT (FITTING AND TURNER) POST LEVEL 05

REF NO 20/05/06

Basic Salary: R357 818-43 –R394 963,48

REQUIREMENTS

- Grade 12
- 3 Year National diploma in civil engineering
- Fitting and Turner Trade test
- Valid Driver's license
- 3 years' relevant experience
- Preparedness to be subject to security clearance

KEYPERFORMANCE AREAS

- Coordinates activities and sequences associated with maintaining the functionality of water and sewer plants: boreholes and booster pumps
- Check the status of hydraulic driven mechanisms and communicating any malfunction to the immediate supervisor
- Remove and replacing gaskets, seals, v-belts and bearing and adjusting settings, carburetor to manufacture specification.
- Test equipment to assess operating functionality and safety
- Coordinate activities / sequences associated with trouble shooting / fault finding and repairing mechanical breakdowns
- Diagnose faults through the application of visual and other related mechanical inspection and investigation procedures
- Check the functionality of replacement parts and executing the necessary adjustment and setting sequences
- Clean and remove blockages or other forms of debris from inlets / outlets restricting flow of fluid /lubricants to movable parts and/ or replacing broken /defective pipes
- Interpret and co-ordinates specific pre-work / site requirements with regards to repairs and planned and predictive maintenance sequences and guides the activities personnel.
- Complete internal transactional documentations

**5.7. ARTISAN PLUMBER: POST LEVEL 07 (3 POSTS) Permanent,
(REF NO. TS4 /20/05/07)**

Annual Salary Notch: R265 718,23 – R308 322,20

Requirements:

- Grade 12 certificate
- Diploma in engineering studies (Plumbing) (TVET)
- Trade Test certificate
- A valid driver's license
- 2 years' 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, 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 to help coordinate water projects with engineers and contractors
- Plan and control resources
- Plan, priorities and schedule water and sanitation service 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 manufacturer 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
- Supervise and control subordinates
- Coordinate 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

6. DEPT OF COMMUNITY AND SOCIAL SERVICES

6.1. SUPERINTENDENT-PARKS AND CEMETERY POST LEVEL 05 REF (CSS/20/06/01

ANNUAL SALARY: R357 818,43 -R394 963,48

REQUIREMENTS:

- Grade 12
- 3-year National Diploma in Horticulture/environmental sciences or relevant qualification
- Valid Driver's License
- 3 years' relevant experience
- Registration as a poison control officer will be an added advantage
- Preparedness to subject to security clearance

KEY RESPONSIBILITIES

- 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

Applications should be directed to the Municipal Manager, Ba-Phalaborwa Municipality, Private Bag X01020, PHALABORWA, 1390.

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.

Enquiries on these positions should be directed to Ms Mahlabela A @ 015 780 6482 or Mabokela DKA @ (015) 780 6313. Email and fax applications are acceptable at makwalas@ba-phalaborwa.gov.za or fax no. 015-781 0726

BA-PHALABORWA MUNICIPALITY HAS A RIGHT NOT TO MAKE APPOINTMENT.



We welcome applications from persons with disabilities.

Closing date: 24 August 2020

**MI MOAKAMELA
MUNICIPAL MANAGER**

