



# BA-PHALABORWA MUNICIPALITY

Ba-Phalaborwa Municipality with its seat in Phalaborwa, invites applications from suitably, experienced and dynamic individuals for the following positions:

## Office of the Municipal Manager (Re-advertisement)

### Assistant Director: Office of the Municipal Manager

Basic salary: R288 682.28 per annum (fixed) plus travelling allowance (PL3) (Ref. 1.1)

**Requirements:** • B degree/National Diploma in Public Administration • 5 years' experience of which 3 years must have been at management level • Interpersonal, negotiation, problem-solving and leadership skills • Computer literacy • Good communication skills, both verbal and written • Local Government experience • Valid Code EB driver's licence.

**Key performance areas:** • Ensure effective and sufficient functioning of the Municipal Manager on both strategic and operational levels • Organise and represent the Municipality in meetings with stakeholders • Establish and maintain an efficient and effective administration system • Coordinate with and organise municipal operations and enabling programmes • Provide administrative support to the Municipal Manager • Supervise and monitor staff activities in the Communication Unit, Disaster Management Section and Office of the Mayor and Speaker • Manage the procurement and provisioning services of the Office, including budget control • Advise the Municipal Manager on a wide spectrum of issues • Coordinate administrative intergovernmental relations and other stakeholders • Ensure the preparedness of the Municipal Manager • Perform any other functions as delegated by the Municipal Manager.

### Personal Assistant to the Mayor

(5-year contract)

Basic salary: R214 319.08 – R236 679.76 per annum plus travelling allowance (Level 6) (Ref. MM-1.2)

**Requirements:** • Grade 12/National Certificate • Diploma in Management Assistant • Computer literacy • 2 years' relevant secretarial/administrative experience • Commitment to the call of duty • Dynamic attitude • Understanding applications of procedures applicable to supporting activities at an executive level.

**Key performance areas:** • Coordinate activities and requirements associated with the Executive Office through the application of administrative and secretarial procedures • Execute sequences associated with the communication, planning, prioritisation and organisation of critical, confidential and important appointments, events functions and meetings • Schedule and plan executive diary and events • Communicate with Council's executive diary and establish critical priorities for schedule purposes • Interact internally (executive management team, departments) and externally (spokesperson for national/international delegations, officials, business sector, community leaders) to confirm arrangements and programmes • Co-ordinate the décor and layout, food services invitation, media protocol requirements for internal executive events and functions • Brief the Executive on the status of the event with respect to confirmation on the guest list, schedule of events, mayoral speech, etc • Communicate with support personnel (Mayoral driver) on specific requirements and priorities with respect to security and safety arrangements.

## Department of Corporate Services

### Manager: Human Resources Staffing

Basic salary: R242 699.14 – R267 893.68 per annum (Level 5) (Ref. CORS-1.3)

**Requirements:** • 3-year National Diploma in Human Resources Management/Public Administration • Computer literacy • Multilingualism • Negotiation skills • Analytical and communication skills • 2 years' experience is needed, as the responsibilities require the interpretation of legislation, by-laws and procedures for effective and smooth running of the organisation.

**Key performance areas:** • Coordinate recruitment, selection and placement activities as well as render personnel administration services for the Council • Achieve the set Employment Equity targets in line with nine strategic objectives in the spirit of services delivery principles as well as recruitment and selection skilled competent employees for the effective and efficient operations of the Municipality • Receive direct supervision from the Assistant Director: Human Resources on overall personnel matters and indirect supervision from the Director: Corporate Services • Manage and report to the Assistant Director: Human Resources with regard to: \* Recruitment, selection and appointment of staff \* Termination of employees in terms of death, resignation, retirement including councillors and ward committees \* Filing of all personnel records \* Local Labour Forum \* Corporate and Shared Services Committee \* Disciplinary and grievance procedures • Manage the recruitment and selection process to ensure effective control • Receive approval of and need for recruitment from the supervisor • Obtain job specification information to develop internal or external advertisement by questioning the line manager or scrutinise relevant documentation • Draft advertisement for approval by the supervisor • Manage the appointment and termination of employees as well as changes to current personnel information and update computer database • Explain conditions of service and options to employees • Manage man plan movements to ensure completion and distribution thereof • Monitor and provide feed in terms of recruitment and man plan indicators to ensure the compilation and submitting of the annual report • Keep and update statistics of relevant information • Manage the employment survey for Economic Statistics of Employment and gross earning to ensure accurate data for Statistics South Africa • Manage the filing system and maintain and control access to personnel files to maintain a proper Human Resources archiving system • Monitor and supervise activities of staff to ensure that work is performed according to normal activities or ad hoc instructions received from the supervisor.

## Department of Planning and Development

### Assistant Director: Planning and Human Settlement

Basic salary: R288 682.28 per annum (fixed) plus travelling allowance (PL 3) (Ref. PD-1.1)

**Requirements:** • 3-year National Diploma in Development and Social field • Computer literacy • Code B driver's licence • Bilingual (3 languages) • Negotiation and initiation skills • Good communication skills.

**Key performance areas:** • Monitor and implement the Spatial Framework (SDF) and Land Use Management Scheme (LUMS) • Compile technical reports regarding the sub-divisions, site purchase and lease of municipal and private land • Plan and monitor the development of municipal land for housing delivery • Ensure the technical coordination of land development within the Municipality • Collaborate with other departments on cutting issues • 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 • Manage all developmental projects.

## Department of Technical Services (Re-advertisement)

### Assistant Director: Electrical Services

Basic salary: R288 682.08 per annum (fixed) plus travelling allowance (PL3) (Ref. TS 4.1)

**Requirements:** • B degree in Electrical Engineering (Heavy Current) or equivalent qualifications • Government Certificate of Competency • Computer literacy • Registration in terms of the Engineering Council of South Africa • 5 years' working experience in the electrical field • Financial management • Analytical thinking • Ability to optimise the electricity network • Planning and organising skills • Understanding of the implications of occupational health services, technical standards and electricity sector plans • Change and diversity management • Creativity and good communication (verbal and written) skills.

**Key performance areas:** • Plan and manage the activities of the division to ensure the delivery of electrical services in the town of Ba-Phalaborwa • Develop divisional vision and strategy and ensure implementation • Manage performance of employees in the division to obtain maximum productivity • Plan and manage utilisation of resources in order to perform activities • Develop and monitor systems, policies, procedures and processes to ensure correct working operation and practices • Manage and supervise the performing of minor construction and maintenance activities • Manage contracts for minor construction and maintenance activities to ensure proper and efficient control • Perform client and Public Service functions to ensure effective and efficient service to the public.

**NB:** People who applied for this position previously will be considered and need not re-apply.

Applications should be directed to the Municipal Manager, Private Bag X01020, Phalaborwa 1390. E-mailed, faxed and applications not made on the official form may 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 canvasses 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.

**Closing date:** 30 September 2014

**Enquiries should be directed to Ms A Mahlabela at (015) 780-6482 or Mrs DT Malebe at (015) 780-6313.**

We welcome applications from persons with disabilities.

