



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

Personal Assistant to the Mayor

(Re-advertisement)

Remuneration: A comprehensive package will be negotiated with the successful candidate. The incumbent will be expected to sign a 5-year employment contract (Ref. 14/10/02)

Requirements: • A B degree with Political Science as a major subject or equivalent • 3 years' relevant experience • Computer literacy • A valid driver's licence • Preparedness to be subjected to security clearance.

Key performance areas: • Perform research for the Mayor: Conduct political research by conducting surveys of needs and demands through consulting with the Mayor • Advise and update the Mayor on current political affairs • Analyse 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 require authorship of the Mayor, as included in her broad responsibilities (ie 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.

Internal Auditor

Basic salary: R274 699.10-R281 607.95 per annum (Level 4) (Ref. 14/10/2)

Requirements: • A B degree or equivalent in Accounting/Internal Auditing or equivalent • 4-5 years' internal auditing experience, of which 3 years must have been at managerial level • A qualification in IT Auditing will be an added advantage • Proficiency in an Internal Audit Technician Programme • Communication and presentation skills • Report-writing skills • Registered member of the Institute of Internal Auditors • The ability to travel • The ability to work with a team • Knowledge of internal audit standards and code of ethics • Knowledge of risk management processes.

Key performance areas: Manage the Internal Audit Unit by: • Planning audit engagements • Supervising the execution of audit engagements • Drafting and presenting audit reports • Preparing Audit Committee packs and distributing to all members • Performing follow-up compliance audits • Drafting final audit reports for approval by the Deputy Director: Internal Audit • Executing consulting services, beyond Internal Auditing's assurance services • Assisting Management in meeting their objectives, eg facilitation, process design, training and advisory services • Taking part in informal consulting engagements, including routine activities such as participating in standing committees, limited life projects, ad hoc meetings and routine information exchange • Preparing the Annual Audit Plan • Preparing monthly progress reports on the implementation of the annual Internal Audit Plan • Complying with the Standards of Internal Auditing and Code of Ethics • Performing any other related duties as instructed by the Supervisor.

Communication Researcher

Basic salary: R214 3193.08-R236 679.76 per annum (Level 6) (Ref. 14/10/2)

Requirements: • A BA Communication/Media Studies/Public Relations/Journalism • Effective communication skills • 3 years' working experience in communications.

Key performance areas: Content development and management of research by: • Developing content of events • Managing any research pertaining to communication • Conducting research before any activity • Ensuring feedback on issues raised by the community • Monitoring media (both print and electronic) • Monitoring newspapers on a daily basis • Giving views on media articles • Giving views on press statements • Developing project plans • Convening preparatory meetings • Publicising events • Dealing with all logistical arrangements • Ensuring that there is mass mobilisation • Branding and marketing the institution • Ensuring that the image of the Municipality is beyond reproach • Updating the website • Assisting in compiling the newsletter • Collating and editing information for the newsletter • Ensuring that the newsletter is produced.

Budget and Treasury Office

Assistant Financial Officer: Financial Control and Expenditure

Basic salary: R288 682.28 per annum (fixed) plus travel allowance (Level 3) (Ref. 14/10/3.2)

Requirements: • A BCom degree in Accounting/Finance or National Diploma in Public Finance and Administration (SAQA Qualification ID No 49554) • 5-6 years' experience at Middle Management level • Preparedness to be subject to security clearance • A Code B driver's licence • Supervisory skills • Attention to expenditure detail • Managerial and negotiating skills • Good interpersonal and communication skills • The ability to work independently • Computer literacy (MS Word/Excel/Outlook and financial systems) • Fluent in English • Good accounting and calculating skills.

Key performance areas: • Ensure an effective financial expenditure service to meet the Municipality's objectives by planning the division's activities on a day-to-day basis, including supervising personnel and subordinates, as well as leading and guiding staff regarding expenditure matters • Delegate tasks, control and manage outputs and ensure timely payment of creditors and salaries • Evaluate and submit reports and make recommendations where applicable • Give instructions regarding the implementation of Council's expenditure through ongoing communication and ensure that the division functions effectively and that budget control is applied • Keep up-to-date with the Public Finance Management Act regarding expenditure, job outputs according to policy, Government regulations and Council resolutions • Verify and approve various payments to creditors after receipt and review of vouchers • Assist other departments with regard to vote numbers in order to prevent over-expenditure on the approved budget • Control the signing/authorisation of cheques/ACB electronic money transfer on vouchers and orders, and ensure that the amount to transfer is correct.

Chief Accounting Clerk: Sundry Debtors

Basic salary: R151 643.01-R172 266.13 per annum (Level 8) (Ref. 10/14/3.2)

Requirements: • A BCom or equivalent (NQF Level 6) (BCom Accounting, Finance, Business Management or relevant will be an advantage) • 2-4 years' relevant working experience • A driver's licence • Computer literacy (MS Office Suite and other applications) • Knowledge of municipal FMS (E-Venus will be an added advantage) • Customer service orientation and helpdesk skills • Knowledge of legislation such as the MFMA, MSA and MPRA • Knowledge of IAS and GRAP • Preparedness to be subjected to security clearance.

Key performance areas: • Verify customer accounts and report queries to the supervisor • Manage debtors and assess bad debts • Process monthly account reconciliations • Prepare and update debtors accounts • Render spot checks and report errors on suspicious accounts.

Chief Accounting Clerk: Enquiries

Basic salary: R151 643.01-R172 266.13 per annum (Level 8) (Ref. 10/14/3.3)

Requirements: • A BCom or equivalent (NQF Level 6) (BCom Accounting, Finance, Business Management or relevant will be an advantage) • 3-4 years' relevant work experience • A driver's licence • Computer literacy (MS Office Suite and other applications) • Customer service orientation and helpdesk skills • Knowledge of legislation such as the MFMA, MSA and MPRA • Preparedness to be subjected to security clearance.

Key performance areas: • Verify customer accounts and report queries to the supervisors • Open and close consumer accounts and verify credit checks • Render meter readings and helpdesk services • Process monthly account reconciliations • Prepare and update revenue working papers and journals • Render spot checks on suspicious accounts.

Department of Planning and Development

Director: Planning and Development

(5-year performance-based contract)

Total remuneration package: R581 810-R748 050 per annum (Ref. PD14/10/11)

This position is a 5-year term performance contract and is based at the Ba-Phalaborwa main office. The incumbent must sign an employment contract and a performance agreement, must disclose financial interests and undergo security vetting.

Requirements: • A Bachelor of Science degree/Architecture/Bachelor's degree in Town and Regional Planning or Development Studies or equivalent • 5 years' experience at Middle Management level • Proven successful Professional Developmental/Town and Regional Planning experience • Preparedness to be subjected to security clearance • Good knowledge and understanding of relevant policy and legislation • Good understanding of institutional governance systems 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 systems • 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, 2002 (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 Systems Act (competency framework for senior managers) ie: 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 Systems Act (competency framework for senior managers), ie: Moral competence; planning and organising; analysis and innovation; knowledge and information management; communication; and result and quality focus.

Key performance areas: • Manage the Directorate: Planning and Development of Ba-Phalaborwa Municipality • Ensure that the Directorate achieves all key performance areas • Identify projects that should be managed in line with the PRINCE2 project management methodology • Coordinate the compilation and submission of business plans to source national and international funds • Facilitate the compilation of departmental long-term and medium-term operational and short-term activity plans • Facilitate the integration of a departmental strategic operational plan • Compile and submit monthly status quo and progress reports • Initiate the development of new and advise on the amendment of existing policies and by-laws.

Department of Technical Services

(Re-advertisement)

Assistant Director: Roads and Storm Water

Salary scale: R288 682.28 per annum (fixed plus travel allowance) (Level 3) (Ref. 14/10/4.1)

Requirements: • A BTech or B degree in Civil Engineering or equivalent • Any Project Management qualification will be added advantage • Computer literacy • A Code B driver's licence • Management skills • Interpersonal skills • Communication skills • Preparedness to be subjected to security clearance.

Key performance areas: • Report directly to the Director: Technical Services • Plan and manage the activities of the section to ensure the delivery of roads and storm water services • Analyse maintenance activities, information in terms of service supply and demand and other statistics, and perform physical inspections in order to identify needs in terms of service delivery, new infrastructure or changes to maintenance plans • Develop divisional vision and strategy and ensure implementation to exercise effective and efficient control over the division • Provide input into and generate aspects that should be included in the organisational strategic plan (IDP) • Design the ?????????? with inputs from direct reports in order to ensure the implementation of the organisational strategy • Represent the section in the Local District, and at public meetings and committees, by making presentations, providing inputs, as well as communicating information between the organisation and the relevant body to ensure participation and inputs in all forums • Manage performance of employees in the division to ensure and determine work performance and progress • Plan and manage the utilisation of resources in order to perform activities and maintain control • Identify projects and draft specifications for roads and storm water projects as well as approve designs and monitor implementation • Develop and monitor systems, policies, procedures and processes to ensure correct working operations and practices • Perform Human Resources and administrative activities to ensure the development and utilisation of resources • Perform client services to ensure continuously service delivery.

Technician: Roads

Basic salary: R274 699.10-R281 607.95 per annum (Level 4) (Ref. 14/10/4.2)

Requirements: • A National Diploma in Civil Engineering (S4) • A Code B driver's licence • Project Management skills • 3-5 years' relevant working experience as a Technician (Roads and Storm Water) • Preparedness to be subject to security clearance.

Key performance areas: • Operate the Roads and Storm Water Network • Apply sound knowledge of the Municipality's roads and storm water systems in order to help coordinate projects with engineers and contractors • Monitor the undertaking of drainage pipe line repair and cleaning • Complete work orders for all jobs and maintain the necessary stock inventory and equipment, as well as assist in monitoring and supervising the operation of machinery and personnel within the section • Conduct local roads forums to address the public on challenges • Plan, prioritise and schedule roads and storm water services projects and maintenance work by communicating with the immediate superior and establish technical details/specifications and requirements for specific project and related maintenance works • Analyse financial resource requirements against project scope and timeframes with a view to optimising utilisation, achieving cost-effectiveness and giving input into the preparation of budgets • Prepare resource allocation schedules and prioritise programmes for execution and conducting briefing sessions with specialist/supervisor personnel and contractors explaining requirements and outcomes • Respond to urgent unscheduled work requests, allocate resources and provide direction/guidance on requirements and expected outputs to the management team • Coordinate and control tasks/activities associated with controlling personnel performance, productivity and discipline by monitoring attendance/conduct and output and addressing deviations from agreed performance indicators • Participate in the induction programme and provide on-the-job training for new recruits to the department • Address workplace conflict through the initiation and coordination of consultative processes and implementation of specific disciplinary procedures.

Plant Operators

Basic salary: R118 319.19- R130 750.98 per annum (Level 10) (Ref. 14/10/4.3)

Requirements: • A National Certificate of Water Care and Certificate in Chemistry • A driver's licence • 1-2 years' working experience as a plant operator • Preparedness to be subjected to security clearance.

Key performance areas: • Work cooperatively with other colleagues, supervisors and administrators in demonstrating an ethical behaviour and maintain behaviour appropriate to performing and accomplishing assigned duties • Operate waste water systems by clearing and unblocking inlets, valves, filters and connections, removing debris using hand tools and pressurised water systems to remove/flush blockages • Apply laid down guidelines (burning, burying) in respect of the removal and destruction/disposal of debris to avoid health and related risks • Conduct tests of samples using specific apparatus and equipment, referring to specifications to determine deviation, reporting outcomes and proceeding with corrective measures • Adjust mechanical control settings to regulate chemical levels to enable destruction of bacteria or activate/deactivate pumps to commence/cease the movement of treated/untreated water or waste water • Plan, prioritise and schedule water and sanitation services maintenance by communicating with the immediate superior and establishing technical details/specifications and requirements, and perform related maintenance works • Coordinate and control tasks/activities associated with controlling personnel performance, productivity and discipline by ensuring that the task given by the supervisor is completed in a reasonable time • Respond to urgent/unscheduled work requests, allocating resources and providing direction/guidance on requirements to subordinates.

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 canvass 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: 14 November 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.



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