



BA-PHALABORWA MUNICIPALITY

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

Office of the Municipal Manager

Audit Committee Members (5 Members)

(Ref. MM15/03/00)

Section 166 of the Municipal Finance Management Act, 2003, requires Council to appoint an Audit Committee which will serve as an independent advisory body. In accordance with the provisions of the MFMA and Local Government: Municipal Planning and Performance Management Regulation of 2006, the Ba-Phalaborwa Municipality seeks to appoint suitably qualified professionals to serve as Audit Committee members.

Requirements: • A postgraduate degree in any of the following: Accounting; Financial Management; Internal Auditing; Auditing; Legal; IT; and/or Performance Management • A minimum of 8 years' experience in any of the following: Internal Auditing; Risk Management; Auditing; Accounting; Legal; IT; and/or Performance Management, at Senior Management level • A professional qualification (MBA, CA, CIA, CISA) • Proven expertise and experience in the field of financial management • Proven expertise and experience in performance management • In-depth understanding of internal auditing, risk management, financial management, Information Technology, human resources management and municipal legislation • Preparedness to be subject to security clearance.

Key performance areas: Members will be expected to render, inter alia, the following services: • Advise the Municipal Council, political office-bearers, the Accounting Officer and Management Staff of the municipality on the following matters: * Internal financial control and internal audits * Risk management * Accounting policies * The adequacy, reliability and accuracy of financial reporting and information * Performance management * Effective governance * Compliance with this Act, the Division of Revenue Act and any other applicable legislation * Performance evaluation * Any other issues referred to it by the Municipality • Review the annual financial statements to provide Council of Ba-Phalaborwa Municipality with an authoritative and credible view of its financial position, its efficiency and effectiveness and its overall level of compliance with the MFMA, DORA and any other applicable legislation • Respond to the Ba-Phalaborwa Municipal Council on any issues raised by the Auditor-General in the Audit Report • Carry out such investigations into the financial affairs of Ba-Phalaborwa Municipality which Council may request • Perform such other functions as may be prescribed • Access the financial records and other relevant information of Ba-Phalaborwa Municipality in performing its duties, in liaison with the Internal Auditor or a person designated by the Auditor-General to audit the financial statement of Ba-Phalaborwa Municipality.

Terms of office and remuneration: The term of office of the appointed candidates will be 3 years; thereafter, it will be subject to review by Council. However, successful candidates will not be allowed to serve in more than 3 Audit Committees in Government to ensure effectiveness as contained in circular 65 of the MFMA.

The persons appointed will be remunerated in accordance with National Treasury Guidelines.

Communication Researcher

Re-advertisement

Basic salary: R214 3193.08-R236 679.76 per annum (PL6) (Ref. 15/02/1)

Requirements: • A BA Communication/Media Studies/Public Relations/Journalism • Effective communication skills • Computer literacy • A valid driver's licence • 3 years' working experience in communications • Preparedness to be subject to security clearance.

Key performance areas: Develop content and manage 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 electronics • Monitoring the newspaper 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 the compilation of the newsletter • Collating and editing information for the newsletter • Ensuring that the newsletter is produced.

NB: This post is being re-advertised. Persons who applied previously are invited to re-apply.

Assistant Director: Risk Management

**Basic salary: R288 682.28 per annum (fixed plus travel allowance) (PL3)
(Ref. MM15/03/1 (2))**

Requirements: • A degree in Risk Management/Internal Auditing or equivalent • Knowledge of Enterprise Risk Management, with specific reference to internal auditing practices and risk management, with a financial background • Computer literacy • A valid driver's licence • 3 years' relevant experience.

Key performance areas: • Draft the Risk Management Plan • Draft and review a risk management policy and strategy • Conduct a strategic risk assessment • Develop a strategic management profile for the Municipality • Conduct departmental operational risk management • Compile and update a risk register • Follow up on the implementation of risk management plans • Conduct risk awareness • Provide administrative support for Risk Management Committee meetings • Review fraud and corruption awareness • Formulate a fraud and corruption strategy • Undertake special investigations into all irregular activities • Compile monthly sectional reports • Offer administrative support at departmental meetings • Monitor and provide insurance reports on Council assets • Monitor and provide a security report on contracted security companies • Perform any other related duties as instructed by the supervisor.

Technical Services Department

Specialised Operator (TLB)

Basic salary: R107 749.07-R114 533.81 per annum (PL11) (Ref. TS 15/02/4)

Requirements: • A certificate in operating heavy machinery/TLBs • 3-5 years' working experience • Preparedness to be subject to security clearance • Preparedness to work in all weather conditions • Preparedness to enter confined areas.

Key performance areas: • Provide support during the installation, repair and maintenance of water reticulation systems by using a TLB machine to excavate defined areas • Lay pipes and lines, clean and/or clear obstructions and overgrown roots interfering with sewer and drainage system • Excavate and backfill trenches to defined levels using machinery (TLB, etc) • Clean and remove blockages, debris and alien vegetation from drainage systems (manholes, pipes, canals, etc) • Remove and wash debris from tools and equipment • Physically load materials and other products and/or hold and guide plant/equipment during hoisting and placement • Remove debris/rubble, etc and clean worksites.

Department of Planning and Development

Assistant Director: Planning and Human Settlements

Re-advertisement

**Basic salary: R288 682.28 per annum (fixed) plus travel allowance (PL3)
(Ref. PD 15/02/11)**

Requirements: • A Bachelor's degree in Urban/Town and Regional Planning or equivalent • Registration as a Professional Planner with SA Council of Planners (SACPLAN) • 3 years' post-qualification professional experience • A valid driver's licence • Computer literacy • Language proficiency (in at least 3 languages) • Project management skills • Negotiation and initiation skills • Communication skills • Analytical skills • Delegation and development skills • Preparedness to be subject to security clearance.

Key performance areas: • Monitor and implement the SPLUMA provisions (inclusive of the municipal Spatial Development Framework and Land Use Management Scheme) • Undertake strategic planning to ensure sustainable development • Undertake technical valuation of land use application to determine acceptability in terms of planning and relevant legislation • Manage projects for the

upgrading and improvement of specific areas • Compile technical report regarding the subdivisions, site purchases and lease of municipal and private land • Plan and monitor the development of municipal land for land housing delivery • Collaborate with other departments on crosscutting issues related to Town Planning • 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 development projects.

NB: This post is being re-advertised. Persons who applied previously are invited to re-apply.

Assistant Director: Strategic Planning

Re-advertisement

**Salary scale: R288 682.28 per annum (fixed plus travel allowance) (PL3)
(Ref. PD15/03/11(2))**

Requirements: • A B degree in Development Studies • A minimum of 3 years' municipal strategic planning experience • Interpersonal skills • Performance management skills • Negotiation skills • Strategic thinking • Communication skills (both verbal and written) • Management skills • A Code B driver's licence • Computer literacy.

Key performance areas: • Manage the development, approval and maintenance of an IDP in line with national and provincial legislative and policy requirements and the approved Ba-Phalaborwa Integrated Development Planning Strategy and policies • Compile and implement strategic operational and activity plans related to the Section: Integrated Development Planning of the Ba-Phalaborwa Municipality • Compile and submit business plans to source national and international funds to finance projects and other developmental initiatives prioritised in the Ba-Phalaborwa IDP • Ensure effective and efficient coordination of all development planning initiatives in the Ba-Phalaborwa municipal area, including the mining sector and all sector governmental departments • In collaboration with the Manager: Public Relations and the Manager: Local Economic Development, facilitate community and stakeholder participation workshops and activities in the Ba-Phalaborwa municipal area into Ba-Phalaborwa IDP • In collaboration with the Manager: Public Relations, communicate the Ba-Phalaborwa IDP and all local development planning initiatives, projects, programmes and activities in the Ba-Phalaborwa municipal area to all relevant stakeholders • Compile and submit monthly status and progress reports on all development initiatives, projects, programmes and activities within the area of the Ba-Phalaborwa Municipality to the Director: Economic Development, Human Settlement and Spatial Planning • Develop new and advise on the amendment of existing procedures, policies and by-laws to ensure that institutional arrangements in all spheres of Government enhance integrated development planning in the Ba-Phalaborwa municipal area • Develop, maintain and implement a performance management system of the Municipality in respect of institutional and individual performance • Develop, implement and maintain a monitoring tool kit • Facilitate the in-year municipal performance assessment reports and provide inductive data on capacity interventions and integrated development planning • Generate municipal annual performance assessment reports • Provide secretariat services to the Oversight Committee when probing the annual performance report to the Municipality • Provide secretariat services to the Portfolio Committee in the Economic Development, Human Settlements and Spatial Planning Directorate • Compile monthly performance reports of the Economic Development, Human Settlements and Spatial Planning Directorate • In collaboration with the Office of the Speaker and the Communications Manager, develop, supervise and manage public participation processes in the municipal area • Develop public participation schedules for approval and implementation, and prepare public presentations for Councillors to present during public participation meetings.

NB: This post is being re-advertised. Persons who applied previously are invited to re-apply.

Manager: Performance Management System

Basic salary: R242 699.14-R267 839.68 per annum (PL5) (Ref. PD15/03/3)

Requirements: • An appropriate B degree in Public Administration or equivalent tertiary qualification • 2-3 years' working experience • Computer literacy • A valid driver's licence • Report-writing skills • Sound interpersonal relations • Good communication skills (written and verbal) • Project management skills • Change management skills • Diversity management skills • Honesty and integrity • Service delivery innovation • Financial management • Preparedness to be subject to security clearance.

Key performance areas: • Develop, maintain and implement a Performance Management System of the Municipality in respect of institution and individual performance • Develop, implement and maintain a performance monitoring toolkit • Facilitate the in-year municipal performance assessment report • Provide inductive data on capacity interventions and Integrated Development Planning • Write general municipal annual performance assessment reports.

Department of Community and Social Services

Examiner of Vehicles/ Driver's Licences

**Basic salary: R214 319.08-R236 679.76 per annum (Post Level 6)
(Ref. CSS 15/02/7)**

Requirements: • A Traffic Officer's Diploma • A Diploma as Examiner of Vehicles Grade A • A Diploma for Examiner for Driver's Licences Grade A • Code EC and A driver's licences • 2 years' working experience • Registration with the Province as per legislation • The ability to obtain a Professional Driver's Permit • In good health and physically fit • Preparedness to be subject to security clearance.

Key performance areas: • Test motor vehicles for roadworthiness in terms of the National Road Traffic Act and SANS Codes of practices as specified by legislation • Test applicants for learners and driver's licences using the prescribed method, as contained in legislation • Operate and use the weighbridge by weighing all vehicles tendered for such in the prescribed manner • Administer the required procedure pertaining to the exchange of foreign licences and the exchange and renewal of driver's licence cards.

Note: The successful candidate must sign a confidentiality agreement.

Road Marker (2 Posts)

Basic salary: R87 911.99-R95 275.91 per annum (PL13) (Ref. CSS 15/02/7)

Requirements: • A Grade 10 • 2 years' experience in the relevant field • Preparedness to be subject to security clearance.

Key performance areas: • Erect signs as per RTA and SA Road Signs Manual • Ensure that road marking is done in accordance with RTA and SA Road Signs Manual • Ensure that issued PPE and safety clothing is worn and used at all times • Ensure that holes are dug correctly for signage and other poles • Ensure that signs, road marking and welding are done correctly • Ensure the use of relevant signs and that safety equipment is in order • Keep the workshop area and road marking vehicles clean and neat • Assist at the testing centres when required • Attend to special duties and ensure signage placement • Set up and store driver's licence test track poles and equipment • Assist with manual labour in the Directorate Community and Social Services when required, eg collecting stores/transferring archive boxes, etc.

An application letter with a detailed CV and certified copies of qualifications, clearly indicating the post being applied for, should be forwarded to the Municipal Manager, Private Bag X01020, Phalaborwa 1390 or hand delivered in Office Number H29, Human Resource Division. E-mailed and faxed applications, 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 the selection process or from any appointment • Shortlisted candidates will be subjected to reference checks, vetting and signing of oath of secrecy. They will have to produce original certificates prior to interviews • Applicants who are not invited for interviews within 30 working days should regard their applications as unsuccessful.

Closing date: 23 March 2015

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. ♿