



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:

Department of Community and Social Services

Director: Community and Social Services

Total remuneration package: R581 810-R748 050 per annum (Ref. CSS 15/04/7 (1))

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

Requirements: • A Bachelor of Science degree in Social Science/Public Administration/Law, or equivalent • 5 years' experience at Middle Management level • Proven successful institutional transformation within the public or private sector • Registration with the South African Council for Social Service Professionals (SACSSP), or similar recognised relevant professional body, will be an added advantage • Preparedness to be subjected to security clearance • Good knowledge and understanding of relevant policy and legislation • Good knowledge and understanding of institutional governance systems and performance management • An understanding of Council operations and delegation of powers, as well as health service 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 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; result and quality focus.

Key performance areas: • Draft the Directorate's strategic plan • Ensure the implementation of the environmental health and community service programmes in line with the Integrated Development Plan of the Municipality • Execute the approved budget in line with the Service Delivery Budget Implementation Plan • Develop and implement policies, procedures and by-laws relevant to environmental health and community services • Enforce compliance with all statutes • Manage and coordinate traffic and law enforcement, licensing and parks and cemeteries • Prepare and control the Directorate's budget • Manage municipal facilities, ie library and cemeteries • Address the public.

Department of Planning and Development

Director: Planning and Development

(Re-advertisement)

Total remuneration package: R581 810-R748 050 per annum (Ref. PD 15/04/11)

This is a 5-year term performance contract post, which is based at the Ba-Phalaborwa main office. The incumbent will be expected to sign an employment contract and a performance agreement, 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 developing 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; result and quality focus.

Key performance areas: • Manage the Directorate: Planning and Development • 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 the 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.

Note: Candidates applying for Director positions must disclose their academic qualifications, proven experience and competencies, contact references, as well as full details of any dismissal for misconduct and any disciplinary actions (whether pending or finalised, instituted against them by a current or previous employer).

Applications for Director positions must be submitted on an official application form, which can be downloaded from the Ba-Phalaborwa website at www.ba-phalaborwa.gov.za or collected from Ba-Phalaborwa Municipality, and must be accompanied by a detailed Curriculum Vitae. Please forward Director applications for the attention Ms SS Mokoena. No applications for Director positions that have not been submitted on the official application form will be considered.

Enquiries on these positions should be directed to Ms SS Mokoena at (015) 780-6335.

Department of Community and Social Services

Assistant Superintendent: Traffic Administration

Basic salary: R214 319.08-R236 699.14 per annum (PL6) (Ref. CSS 15/04/7 (3))

Requirements: • An ITO III/ITMPO or BTech or equivalent in Public Administration • A National Road Traffic Diploma • Fully AARTO trained • Accident Investigation qualifications • Fully computer literate • Codes A and EC driver's licences • Communication skills • Negotiation skills • Attention to detail • Bilingualism • Interpersonal skills • 2 years' relevant experience • Preparedness to be subjected to security clearance.

Key performance areas: • Monitor and supervise the activities of staff to ensure that performance is according to the work plan, routine operating activities, issued job cards or ad hoc instructions received from the supervisor • Monitor and supervise utilisation, application and maintenance of equipment, tools and materials for Law Enforcement Officers by inspecting equipment and tools on an ad hoc basis to identify defects or receive defects reports from reporting staff • Perform administrative and human resource-related activities to ensure the effective completion of administrative functions and see to the well-being of staff by verifying time sheets of reporting staff in terms of hours worked • Monitor adherence to traffic law enforcement and control traffic for funeral, school patrol, accidents or other purpose to ensure traffic flow and safety by setting up road blockages or checkpoints by posting barricades and traffic signs • Run the full administration of the TCS fines administration or AARTO to ensure all notices are captured and full procedures followed in terms of policy and legislation • Administer the issuing of summonses and notices to ensure the execution of law enforcement activities by completing summonses or notices in ensuring that necessary information is recorded as provided by the public or employees from other departments.

Traffic Officer Grade I

Basic salary: R180 229.92-R209 127.10 per annum (PL7) (Ref. CSS 15/04/7 (4))

Requirements: • A Grade 12 • A Traffic Diploma • Codes A and EC driver's licence • An ITO II or equivalent diploma • Communications skills • 2 years' working experience in law enforcement • Preparedness to be subjected to security clearance.

Key performance areas: • Monitor adherence to traffic law enforcement to ensure traffic safety by setting up road blocks and checkpoints by posting barricades and traffic signs, monitoring the speed of vehicles using laser or other equipment, signalling drivers to stop or performing other activities • Present identification credentials and explain reasons for directing traffic • Patrol streets using vehicles and on foot to identify non-adherence to traffic regulations, and investigate cases of non-adherence reported by public or other officials by visiting sites and making observations • Inspect roadworthiness of vehicles by observing functioning of vehicles, inspect driver's licences by observing information on licence to establish legality, as well as administer the issuing of summonses and notices to ensure the execution of law enforcement activities • Administer the issuing of summonses and notices to ensure the execution of law enforcement activities by completing summonses or notice forms, issue and deliver summons or notices and sometimes accompany officials from other departments to investigate non-adherence to traffic regulations • Control traffic for funerals, school patrol, accidents or other purposes to ensure traffic flow and safety by placing equipment such as barricades and signs, signalling drivers to stop or performing other activities, as well as presenting identification credentials and explaining reasons for redirecting the traffic • Perform driver activities to transport equipment and people and inspect oil and fuel levels (adding oil or fuel when necessary), completing log sheets to report on vehicle usage and fuel consumption, performing pre-trip inspections to identify possible defects and failures, instructing senior labourers to wash vehicle when necessary, as well as providing verbal details or completing accident reports.

For these positions, applications should be forwarded for the attention Ms A Mahlabela.

Enquiries for these positions should be directed to Ms A Mahlabela at (015) 780-6482 or Mrs DT Malebe, tel. (015) 780-6313.

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, Ba-Phalaborwa Municipality, Private Bag X01020, Phalaborwa 1390 or hand delivered in Office No H29, Human Resource Division. E-mailed and faxed applications will 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 be immediately disqualified from the selection process or from any appointment • Shortlisted candidates 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 30 working days should regard their applications as unsuccessful.

Closing date: 15 May 2015

We welcome applications from persons with disabilities.

