



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

1. OFFICE OF THE MUNICIPAL MANAGER

**ADMINISTRATIVE OFFICER-OFFICE OF THE SPEAKER REF (MM 15/07/1)
BASIC SALARY: R151 643,01 – 172 266,13 PER ANNUM**

REQUIREMENTS

- Grade 12
- National diploma in Public Management (FET)/ Certificate in Local Government or equivalent
- Computer Literacy
- Interpersonal relations
- Customer care
- Three (3) years working experience

KEYPERFORMANCE AREAS

- Monitor ongoing activities of ward committee by ensuring that the communities receive all relevant information from Council.
- Liaise with the communities to ensure all their needs are captured and received by Council timeously
- Assist in facilitation and coordination of ward committee members and their meetings
- Coordinate the issuing of Identification cards for ward committee members
- Assist administrative arrangements to enable ward committee to perform their functions and exercise their powers effectively
- Support Ward Committees in coordination of awareness campaigns in their wards
- Consolidate reports submitted by all 18 ward committees
- Assist in coordination of Public Participation activities
- Issue invites to relevant stakeholders to attend public participation activities in relation to Integrate Development planning, by – laws and regulations, policy development , Imbizos and any other public meetings called by the councillor or council
- Assist Ward Committees in fulfilling their task including the provision of additional capacity and advertising campaigns required for purpose of arranging larger public meetings by keeping in contact with communities, businesses, individuals as well the as the ward committees.
- Ensure the use of Ward Committees budget in the office of the Speaker by making sure that ward committees are paid their stipends according to legislation, training, meetings and conference are funded for in terms of the budget as well as ensuring that movement of Ward Committees is properly handled and payment is made where it is due.
- Provide capacity to ward committees by assisting in conducting skills audit for Ward committee members, identifying capacity building programs for ward committee members, induction of ward committee members and liaise all activities / functions organized by council within wards.
- Performing all administrative duties in the office of the speaker

Applications should be directed to the Municipal Manager, Private Bag x 01020, PHALABORWA, 1390. E-mailed and faxed CV 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 canvas 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 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: 24 August 2015

Enquiries should be directed to Ms Mahlabela A @ 015 780 6482 or Mrs Mabokela ADK