



BA-PHALABORWA MUNICIPALITY

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

1. OFFICE OF THE MUNICIPAL MANAGER

1.1 RISK OFFICER - POST LEVEL 6 (Permanent position)

Basic Salary: R214 319.08 - R236 679.76

REQUIREMENTS

- B Com degree in Auditing or Accounting (NQF Level 7)
- Trained as risk management
- Registered with the Institute of Risk Management
- Minimum of 3 years experience in risk management

KEY RESPONSIBILITIES

- Coordination of risk management within the municipality through established and coordinated risk management committee
- Assist departmental heads with identifying, classifying and description of key risks through attendance of strategic workshops and interaction with departmental heads.
- Conduct risk awareness workshops, compiling risk register, develop implementation plan for internal audit recommendations, update

risk register as well as reporting risk intelligence to AO/Management and RMC.

- Liaise with internal audit concerning fraud indicators and ensure awareness of fraud prevention strategies, continuously make follow-up on reported fraud and corruption with District, Provincial and National hotline.
- Advise unit managers on designing and implementing controls by researching legislation and best accounting and performance, evaluating the inherent risks, compile draft management advice report and participating in meetings to discuss solutions.
- Provide a Risk Management and fraud Risk Management report to the Accounting Officer on monthly and quarterly basis.
- Provides advice to heads of department on the re-alignment of specific processes, roles and responsibilities to maintain compliance with statutory legislation.
- Implementation of risk management process within the Municipality that involves the identification of assessment, monitoring and elimination of the actual and /or potential risks.
- Contributing to the development of implementation of the Municipal Prevention plan and risk Management Action Plan and Risk Management strategy.
- Contributing to meeting the minimum Anti- corruption Capacity Requirements as set by Council.
- Contributing to the facilitating and monitoring the compliance to the requirements of the MFMA and Treasury Regulations

2. DEPARTMENT OF CORPORATE SERVICES

2.1. CHIEF LEGAL OFFICER - POST LEVEL 6 (Permanent position)

Basic Salary: R **R214 319.08** - **R236 679.76**

REQUIREMENTS

- A three year degree in Bachelor of Laws or equivalent
- Minimum experience of two (2) years working experience in Legal administration
- A valid driver's license

- Computer Literacy
- Able to interpret acts and advice properly

KEYPERFORMANCE RESPONSIBILITIES

- Develops and monitor systems, policies, by-law procedures and process to ensure correct working operation and practices
- Ensures and monitor implementation of legislative requirements for local government structure as per current legislation.
- Labour Relations services to the Municipality by giving advisory labour opinions to the municipality to comply with regulating act/court judgments
- Develops Labour Relations, Policies and Procedures and assist in simplifying municipal Code of conduct, BCEA, and LRA
- Ensures that Management and all employees of the municipality adhere to labour relations policies and procedures
- Coordinates and controls procedures and research sequences associated with Disciplinary and grievance cases and enquiries by interpreting the nature of the case, researching case law and interpreting the relevance of outcomes to the charges against the member.
- Prepares and represents the municipality in cases referred for conciliation/arbitration by analyzing evidence and interpreting the applicability of specific policies, procedures, legislation and case law with respect to issues of arguments relevant to the matter contested.
- Explaining procedures and applications associated with enquiries and hearings.
- Manages contract for external services by compiling terms of reference for services level agreement and contracts.

2.2. SECRETARY TO THE DIRECTOR CORPORATE SERVICES - POST LEVEL 8 (Permanent position)

Basic Salary R151 643.01 - R172 266.13

REQUIREMENTS

- Grade 12
- Secretarial diploma/Diploma in Management Assistant
- Computer literacy (Ms word, Ms Excell, Ms power point)
- Bilingualism

- Telephone etiquette
- 3 years relevant experience (Secretarial PA) in a general administrative environment
- Excellent communication skills (both written and verbal)
- Good organizational skills, high regard for confidentiality

KEY RESPONSIBILITIES

- Performs reception activities to ensure effective and efficient service delivery by receiving guests and the public in person and direct them to relevant employees in the same department, receiving calls, answering questions that will includes complaints and queries as well as taking messages and forwarding it to relevant employees in writing and in person.
- Performs general office administration to ensure an effective and efficient administration by creating, organizing and maintaining filing system for referral purposes and controlling access, identifying stationery needs for the department by own observation or obtaining inputs from employees and designing and printing cards, programs certificates using computer and printer.
- Performs typing services to ensure the completion of documents needed to be typed.
- Administer internal and external correspondences to ensure the effective conveying of information.
- Performs secretarial functions to provide an effective and efficient service to mentioned parties by keeping and updating the diary of the Corporate Services Director
- Organizes functions to ensure the effective and efficient accommodation of guests and improve Council's image

3. DEPARTMENT OF PLANNING AND DEVELOPMENT

3.1. RE-ADVERTISEMENT ASSISTANT DIRECTOR: STRATEGIC PLANNING (POST LEVEL 03)

SALARY SCALE: R288 682.28 (FIXED PLUS TRAVELING ALLOWANCE)

REQUIREMENTS:

- B Degree in Development Studies
- A minimum of 3 years of municipal strategic planning experience
- Interpersonal skills
- Performance management
- Negotiation skills
- Strategic thinking
- Communication skills - both verbal and management skills
- Code B driver's license • Computer literacy.

KEY RESPONSIBILITIES:

- 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 prioritized 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, programs and activities in the Ba-Phalaborwa municipal area to all relevant stakeholders

- Compile and submit monthly status and progress report on all development initiatives, projects, programs and activities within the area of the Ba-Phalaborwa Municipality to the Director: Economic Development, Human Settlement and Spatial Planning
 - Develops 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
 - Develops, maintain and implement a performance management system of the municipality in respect of institutional and individual performance.
 - Develop, implement and maintain 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 to the Oversight Committee when probing the annual performance report to the Municipality
 - Provide secretariat to the Portfolio Committee in the Economic development, Human Settlement and Spatial Planning directorate
 - Compile monthly performance reports of the directorate Economic Development, Human Settlement and Spatial Planning
 - 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, prepare public presentations for Councillors to present during public participation meetings.
- **N.B PEOPLE WHO APPLIED BEFORE NEED NOT BOTHER TO RE-APPLY AS THEY WILL BE CONSIDERED**

3.2. PROPERTY DEVELOPMENT OFFICER - POST LEVEL 6

BASIC SALARY R214 319.08 - R236 679.76

REQUIREMENTS

- Property Valuation certificate
- Computer literacy Certificate

- At least 5 years experience in either Town Planning- administration or property Valuation or Real Estate
- A Bachelor - degree in Development Studies or a formal qualification in above fields will be an added advantage
- The application process for Ordinance 15 of 1986 (rezoning process), Ordinance 17 of 1939 (Park closure process) and Property Valuation Act.

KEY RESPONSIBILITIES

- Manage and process all property valuation enquiries
- Manage the administrative process and flow of all valuation needs
- Co-ordinate and manage all communication between the role players: Department Planning and Development, Dept of Finance, Technical Services and communication (register) and Property Valuers.
- Keep record of all re-valued property valuation enquiries and communication (register) and monitor process
- Keep record of all applications (register) related to Town Planning and follow the progress of each applications
- Communicate and inform the supervisor on progress on a regular basis and record when required with application
- Responsible to plan and organize Land - use Committee Meetings and keep record and minutes of meetings
- Monitor change of land ownership and keep record of all changes
- Inform and record all approved land - use changes and provide GIS - Technician with records to update system

4. DEPARTMENT OF TECHNICAL SERVICES

4.1 RE- ADVERTISEMENT: DIRECTOR: TECHNICAL SERVICES

**TOTAL REMUNERATION PACKAGE: R581 810 - R748 050
(effective from July 2014)**

This position is a five year term performance contract which is based in Ba-Phalaborwa main office. The incumbent will be subjected to signing an employment contract, a performance agreement, disclosure of financial interest and undergo security vetting.

MINIMUM COMPETENCY REQUIREMENTS

- A bachelor of science degree in Engineering / B. Tech Engineering or equivalent.
- Five (5) years experience at a middle management level or as program/project manager.
- 3-4 years must be at professional/ management level engineering management experience
- Certificate of competency as required in terms of the General Machinery Regulations, 1988 and or
- Registration with a recognized relevant engineering professional body will be an added advantage.

Knowledge:

- Good knowledge and understanding of relevant policy and legislation
- Good knowledge and understanding of institutional governance systems and performance management
- Must have extensive knowledge of the public office environment and,
- Must be able to formulate engineering master planning, project management and implementation.

COMPETENCIES

- **Financial and Supply chain management** competencies in terms of the MFMA.
- **Leading competencies** in terms of the Local Government Municipal systems Act (competency framework for senior managers) i.e. Strategic Direction and leadership, People management, Program 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 manager) i.e. Moral competence, Planning and organizing, analyzing and innovation, knowledge and information management, communication, result and quality focus.

CORE FUNCTIONS

- Manage the provision of services to the local community in a sustainable and equitable manner, including but not limited to the following functions :
 - Provision of water, sanitation, roads and storm water and sewerage, full responsible for the management, operation, maintenance, planning and administration of the electricity network.
- Provide advisory services to the Council regarding all aspects falling within his/her scope of work and carrying out their decisions.
- Develop, implement and manage strategic goals, policies, procedures, and plans for the directorate under his/her control.
- Develop policies and guidelines for the effective operation of services delivery.
- Develop a program for infrastructural services delivery with the municipal area in line with the IDP, and overseeing its implementation
- Coordinate and supervise the management of own funded projects, implementing National Building Regulations, taking the required responsibility as defined in the occupational Health and Safety Act, Act No 85 of 1993 its regulations.

1.2. ASSISTANT DIRECTOR: ROADS AND STORM WATER- POST LEVEL 3

**SALARY SCALE - R288 682.28 PER ANNUM (FIXED PLUS
TRAVELLING ALLOWANCE)**

MINIMUM REQUIREMENTS

- B - Tech or B degree in Civil Engineering or Equivalent.
- Any project management will be added advantage
- Computer Literacy.
- B driver's license.
- Management skills.
- Interpersonal skills.

- Communication skills.

KEY PERFORMANCE

- Reporting directly to the Director: Technical Services
- Plans and manages activities of section to ensure the delivery of roads and storm water services
- Analyze maintenance activities, information in terms of services supply and demands and other statistics and performing physical inspections in order to identify needs in terms of service delivery, new infrastructure or changes to maintenance plans.
- Develops divisional vision and strategy and ensure implementation to deliver effective and efficient control over division
- Provide inputs into and generating aspects that should be included in the organizational strategic plan (IDP)
- Designing the divisional division with inputs from direct reports in order to ensure the implementation of the organizational strategy
- Representing the section in Local District, and public meetings and committees by making presentations, providing inputs, communicating information between the organization 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
- Plans and manages utilization of resources in order to perform activities and maintain control

- Identifying projects and drafting specifications for roads and storm water projects as well as approving designs and monitoring 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 utilizing of resources
- Perform clients services function to ensure continuously services delivery

An application for the vacant post must be submitted on an official application form which could be downloaded from Ba-Phalaborwa website: www.ba-phalaborwa.gov.za or collected from Ba-Phalaborwa Municipality and accompanied by a detailed curriculum vitae.

NB. Candidates applying for the position of Director: Technical Services must disclose their academic qualification, proven experience and competencies, contact references, registration with a relevant professional body, full details of any dismissal for misconduct and any disciplinary actions, whether pending or finalized instituted against them from the current or previous employer.

Applications should be directed to the Municipal Manager, Private Bag x 01020, **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
- Candidate 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: 18 JULY 2014

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

Malebe DT

We welcome applications from persons with disabilities.

