



BA-PHALABORWA MUNICIPALITY

BA-PHALABORWA LOCAL MUNICIPALITY INVITES INTERNAL AND EXTERNAL APPLICATIONS FROM SUITABLY QUALIFIED, EXPERIENCED AND DYNAMIC INDIVIDUALS. THE MUNICIPALITY INTENDS TO PROMOTE REPRESENTATION IN TERMS OF RACE, GENDER AND DISABILITY IN THE FILLING OF THE FOLLOWING POSITIONS:

1. DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

1.1. SENIOR PUBLIC PARTICIPATION OFFICER – POST LEVEL 05

Ref No: MM/01/01/2025

Annual Salary: R427 893.26 – R472 312.76

Duration: Permanent

REQUIREMENTS:

- Grade 12 Certificate
- Valid Driver's License
- National Diploma in Public Administration/Management, Social Sciences or Equivalent (NQF level 6)
- Three (3) Years Relevant Experience.
- Computer Literacy
- Preparedness to be subjected to Security Clearance.

KEY PERFORMANCE AREAS

- Monitor ongoing activities of Ward Committees.
- Support the Ward Committees and Councillors in the presentation of reports and relevant information to the Community and Stakeholders.
- Provide administrative backup to enable the effective functioning of Ward Committees.
- Facilitate and coordinate the Ward Committee elections.
- Facilitate the development of the Ward Committee meetings schedule.
- Manage the coordination of public participation activities.

- Encourage community and stakeholders' participation in Integrated Development Planning, By-Laws and Regulations, Policy Development, Imbizo and other public meetings convened by the Councillors or Council.
- Coordinate the public participation activities for National and Provincial Departments.
- Encourage community participation in the affairs of the Municipality.
- Draft the departmental budget in the Office of the Speaker.
- Provide capacity to Ward Committees.
- Perform facilitation and liaison functions to all activities/functions organised by Council within different Wards.
- Provide administrative support to the Ward Committees, Ward Councillors and other stakeholders on matters relating to Ward Committees.
- Perform any other lawful duties as may be delegated by Management.

2. DEPARTMENT: TECHNICAL SERVICES

2.1. MANAGER WATER SERVICES - POST LEVEL 03

Ref NO: TS/01/01/2025

Annual Salary: R508 964.32 (Fixed)

Duration: Permanent

REQUIREMENTS

- Grade 12 Certificate
- Valid Driver's License
- BSc/B-Tech in Water Care/Chemical/Civil Engineering or equivalent qualifications (NQF Level 07)
- Five (5) years of relevant experience of which three (3) years must be at management/supervisory level.
- Computer Literacy.
- Preparedness to be subjected to Security Clearance.

KEY PERFORMANCES AREAS

- Monitor and maintain the Municipality's water and sewer systems.
- Operate and maintain water supply and sewer management systems.
- Adhere to all Environmental Regulations and any related Legislation, and requirements in water operations, monitoring and reporting.
- Operate sewer and stormwater systems, and coordinate projects with engineers and contractors.
- Monitor the maintenance of electrical systems, and sensory equipment in all pump stations and wastewater treatment plants.
- Operate water systems and coordinate water projects with engineers and contractors.

- Monitor bulk water supply to the reservoir and boreholes and timeously conduct maintenance.
- Coordinate the water and sanitation projects.
- Maintain staff discipline.
- Participate and implement performance management.
- Resolve all water and sanitation challenges.
- Perform any other lawful duties as may be delegated by Management.

2.2. LABORATORY TECHNICIAN – POST LEVEL 04

Ref NO: TS/02/01/2025

Annual Salary: R484 311.13 – R496 491.85

Duration: Permanent

REQUIREMENTS

- Grade 12 Certificate
- Valid Driver's License
- BSc/Diploma in Biotechnology/Environmental Laboratory Technology/Quality Control/Biology/Analytical Chemistry/Microbiology or relevant qualification
- Four (4) years of relevant experience in water quality
- Preparedness to be subjected to Security Clearance.

KEY PERFORMANCE AREAS

- Support laboratory operations, and perform maintenance functions.
- Operate Storm, Water and Sewer System.
- Performs routine laboratory procedures such as basic preparation of slides and smears.
- Conduct non-technical routine laboratory tests and procedures.
- Maintain a clean and sanitary work area per standard laboratory practice and procedures.
- Control resources, and prioritize work areas per standard laboratory practice and procedures.
- Schedule water and sanitation service projects and maintenance work, by establishing technical details/specifications and requirements for specific projects and related maintenance work.
- Address all queries related to water services.
- Manage the performance of employees in the unit/division.
- Perform any other lawful duties as may be delegated by Management.

2.3. CHIEF ELECTRICAL ENGINEER (RE-ADVERT)

Ref No: TS/03/01/2025

Annual Salary: Negotiable

Duration: Five (5) Years Contract

REQUIREMENTS

- Grade 12 Certificate
- BSc Engineering: Electrical/B-Tech: Electrical or Diploma in Electrical Engineering or Equivalent with GCC Certificate.
- Minimum of five (5) years of experience in Senior/Managerial level
- Government Certificate of Competency
- Registration as a Professional Engineer
- Qualification in Project Management will be an added advantage
- Valid Driver's License
- Preparedness to be subjected to Security Clearance

KNOWLEDGE

- Knowledge of the OHS Act 85 of 1993 GMRS 2.1 and related Electrical SANS and NRS Regulations
- Financial and project management skills
- Excellent leadership, strategic, analytical, planning, organizing, managing, control and evaluation skills.
- Ability to work under pressure, ability to transfer skills to other employees
- Knowledge of Local Government and other related Legislation will be an added advantage.

KEY PERFORMANCE AREAS

- Plan and manage the activities of the section to ensure the delivery of electrical and mechanical services.
- Manage the performance of employees in the division to ensure and determine work performance and progress.
- Plan and manage the utilization of resources to perform and maintain control.
- Develop and monitor systems, policies, procedures and processes to ensure adherence to safety and other legal requirements.
- Compile statistics and statutory reports on different activities.
- Advise management, Council and the Municipal Manager in terms of aspects related to Electrical infrastructure and related matters.
- Perform client service functions to ensure continuous service delivery.
- Maintain and monitor the electrical network.
- Perform any other lawful duties as may be delegated by Management.

2.4. SENIOR BUILDING CONTROL OFFICER – POST LEVEL 05

Ref No: TS/04/01/2025

Annual salary: R427 893.26 – R472 312.76

Duration: Permanent

REQUIREMENTS

- Grade 12 Certificate
- Valid Driver's License
- National Diploma in Building/Civil Engineering or equivalent (NQF Level 06)
- 3 years' experience in Building Environment/Management/Inspector/Facility Management
- Preparedness to be subjected to Security Clearance.

KEY PERFORMANCES AREAS

- Ensure that all building plans comply with legislation requirements.
- Monitor building inspections carried out by subordinates.
- Liaise with inspectors to ensure that the evaluation of building plans complies with legal requirements and Council Policy.
- Carry out inspections of the building site to ensure compliance with approved building plans.
- liaise with architects or project managers and attend meetings, where appropriate on-site, to discuss building operations.
- Discuss deviations with property owners and enforce compliance.
- Issue contravention notices or notices not to proceed with building operations until requirements are met.
- Recommend action regarding demolition of unauthorised building work.
- Assist the public and builders with enquiries regarding building plan specifications, requirements and regulations.
- Attend to correspondence in respect of building control by drafting letters and/or reports for signature where applicable.
- Provide staff supervision and maintain discipline.
- Manage Municipal buildings as per the asset register.
- Perform any other lawful duties as may be delegated by Management.

2.5. ASSISTANT SUPERINTENDENT: ROADS & STORM WATER – PL 06

Ref No: TS/05/01/2025

Annual Salary: R377 857.51 – R417 280.72

Duration: Permanent

REQUIREMENTS

- Grade 12 Certificate
- Valid Driver's License
- National Diploma in Civil Engineering or equivalent qualification (NQF level 06)
- 2-3 years' relevant experience.
- Preparedness to be subjected to Security Clearance.

KEY PERFORMANCE AREAS

- Co-ordinates tasks/ activities associated with the implementation of procedures and, monitoring and reporting on sequences/ outcomes.
- Plan, prioritise and schedule roads and storm-water projects and maintenance work.
- Co-ordinates and controls tasks/ activities associated with controlling personnel performance, productivity and discipline.
- Monitors and evaluates progress with regards to repair, construction, installation and maintenance work (e.g. construction of asphalt/ gravel roads, installation of underground pipelines, kerb-laying, lines and signs, etc.)
- Performs specific administrative tasks/ activities associated with updating and maintaining records/ information related to the activities/ operations at the Depot.
- Perform any other lawful duties as may be delegated by Management.

2.6. ASSISTANT SUPERINTENDENT: PLUMBING – PL 06

Ref No: TS/06/01/2025

Annual Salary: R377 857.51 – R417 280.72

Duration: Permanent

REQUIREMENTS:

- Grade 12 Certificate
- Valid driver's license
- National Diploma in Civil Engineering or equivalent qualification (NQF level 06)
- Trade test in Plumbing
- 2-3 years' relevant experience.
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS:

- Investigate the condition of the Water and Wastewater system, pump station and Treatment Plants.
- Attends to preparatory, in-process and completion activities during maintenance/ repair works.
- Attends to the completion of procedural forms and undertakes general maintenance routine housekeeping activities.
- Supervise outcomes and guide the interpretation of instructions/ requirements and procedures.
- Interact with support personnel and clarify work methods and requirements.
- Correct deviations through the provision of “on-the-job” demonstration of activities and applications.
- Perform any other lawful duties as may be delegated by Management.

2.7. SPECIALISED OPERATOR (GRADER) – POST LEVEL 11

Ref No: TS/07/01/2025

Annual Salary: R189 968.12 – R201 930.02

Duration: Permanent

REQUIREMENTS:

- Grade 11 Report/N2 Certificate
- Code EC Driver’s license
- Certification of competency in the operation of Grader/Heavy Plant
- Six (6) months relevant experience
- Preparedness to be subjected to Security Clearance.

KEY PERFORMANCES AREAS

- Receive and implement instructions and or details of tasks/ requirements from the immediate supervisor.
- Inspect safety devices, controls, lubricant levels, etc on the grader and report defects to the immediate supervisor.
- Cleaning the Grader, removing debris using the pressurized hose with specific cleaning material.
- Attend to the basic removal/ replacement of defective parts.
- Communicate with the Supervisor on site to confirm requirements/ specifications and implement the tasks as per the instructions.
- Driving and manoeuvring the Grader and engaging controls to operate mechanisms to enable digging, demolition, loading and levelling sequences.
- Perform any other lawful duties as may be delegated by Management.

3. DEPARTMENT: BUDGET AND TREASURY OFFICE

3.1. ACCOUNTANT: SUSPENSE ACCOUNTS – POST LEVEL 06

REF No: BTO/01/01/2025

Annual salary: R377 857.51 – R417 280.72

Duration: Permanent

REQUIREMENTS:

- Grade 12 Certificate
- Valid Driver's License
- National Diploma in Accounting/Financial Management or equivalent (NQF level 6)
- 2 years of relevant experience
- Computer Literacy
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS:

- Coordinate and control the application of accounting procedures within the unit by attending to verifications, reporting, processing and reconciliation of expenditure accounts.
- Coordinate and control sequences associated with the verification and provision of information related to expenditure transactions.
- Analyze and approve expenditure recording processes referring to information detailed in supporting documentation and resolve deviation from procedures.
- Coordinate the recording and processing procedures of suspense accounts.
- Analyze and verify transaction recordings, expenditure reports and summaries and process or approve adjustments to entries with due consideration given to settlement discounts, cash flow requirements and payment terms.
- Perform specific sequences associated with maintaining electronically based information/data and files/records.
- Control the key performance areas and critical outputs of personnel within the division.
- Guide and develop personnel on the processing sequences and control the effective implementation of recordkeeping and data management procedures to facilitate recovery/retrieval of accounting information.
- Perform any other lawful duties as may be delegated by Management.

3.2. ACCOUNTANT CREDIT CONTROL - POST LEVEL 06

Ref No: BTO/02/01/2025

Annual Salary: R377 857.51 – R417 280.72

Duration: Permanent

REQUIREMENTS

- Grade 12 Certificate
- National Diploma in Accounting/Financial Management or Relevant Qualification (NQF Level 6)
- Valid Driver's License
- 3 years relevant experience
- Preparedness to be subjected to security clearance processes.

KEY PERFORMANCE AREAS

- Analysing and approving revenue recording processes referring to information detailed in supporting documentation and resolving deviations from procedures.
- Providing support for the consolidation of income transactional information to facilitate the production of Financial Statements.
- Performing Credit Control & Debt Collection duties following the Credit Control & Debt Collection legislation, policies and procedures,
- Communicating with respective internal and external role players
- Coordinate and control Management Information Systems of the Section
- Ensure effective and efficient implementation of the Credit Control & Debt Collection policy of the Council.
- Advise and report to the Council about special debt collection initiatives.
- Responsible for the Performance Management of debt collection ratios and targets.
- Control write-off and debt-collection processes per the procedures and the approved policy.
- Co-ordinates and controls tasks/activities associated with managing personnel' performance, productivity and discipline
- Responsible for Indigent management
- Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality
- Perform any lawful duties as may be delegated by Management.

3.3. ACCOUNTANT: FINANCIAL PLANNING & REPORTING – POST LEVEL 06

Ref No: BTO/03/01/2025

Annual Salary: R377 857.51 –R417 280.72

Duration: Permanent

REQUIREMENTS

- Grade 12 Certificate
- Valid Driver's License
- National Diploma in Accounting/Financial Management or Relevant Qualification (NQF Level 6)
- 3 years relevant experience
- Preparedness to be subjected to security clearance processes.

KEY PERFORMANCE AREAS

- Coordinates and controls sequences associated with the compilation of the adjustment budget.
- Coordinating the sessions with departments to establish budgetary adjustment needs.
- Assisting in the developing and compiling of the adjustment budget.
- Formulating a draft adjustment budget and submitting the draft budget to the Chief Financial Officer for review.
- Finalizing the adjustment budget and coordinating activities to obtain approval from the Council.
- Co-ordinates and control sequences associated with the compilation of financial grant reports,
- Consolidate information received from internal departments and compile reports to the National/Provincial Treasury on grants received and expenditure
- Monitoring and controlling the payment of Grant funds into the Municipal Bank Account, ensuring that the correct allocations were deposited and informing the relevant internal departments in writing of Grant details.
- Allocating Grants received to specific budget votes or creating new votes on the Financial System.
- Monitor the Grant funding spending and report to the Provincial and National Treasury on grant spending performance.
- Monitors grant funding spending implementation and determines and recommends re-allocation or virement of funds when and where necessary.
- Budgetary sequences and trends are coordinated and disseminated to support planning and procedural evaluation.
- Receiving and coordinating information from revenue and relevant departments to compile the MFMA Section 52 and 71 reports timeously.
- Providing supporting transactional documents to internal departments to facilitate the compilation of the MFMA Section 72 reports to the Provincial and National Treasury.

- Extracting data from the Financial System and compiling the Sections 52 and 71 reports in the described format as required by the National Treasury.
- Co-ordinating and controlling processes for the preparation of monthly statements in the prescribed format on the state of the Municipality's budget
- Completing statistical/statutory reports extracting information from the financial system and/or obtained from relevant internal departments/managers.
- Perform any lawful duties as may be delegated by Management.

3.4. SENIOR ACCOUNTANT: MFMA RETURNS & COMPLIANCE – PL 05

Ref No: BTO/04/01/2025

Annual Salary: R427 892.26 - R472 312.76

Duration: Permanent

REQUIREMENTS

- Grade 12 Certificate
- National Diploma or B-Com Degree in Financial Accounting as a major subject.
- Computer literate in MS Office.
- Minimum of three years relevant experience in a financial environment.
- Valid Code B driver's licence. Excellent knowledge of budgeting, accounting and financial reporting.
- Knowledge of the MBRR, MFMA, mSCOA, GRAP and Treasury regulations.
- Knowledge of Caseware will be added advantage.

KEY PERFORMANCE AREAS:

- Preparation and control of the budget processes through the execution of instructions and guidelines relating to the calculation and forecasting of income and expenditure, financial transaction updating, adjustment of financial recordings and preparation of summary reports reflecting the financial status and performance in order to ensure financial planning and reporting procedures and timeframes are complied with.
- Assist in preparing annual and adjustment budgets according to MFMA requirements, budget regulations and sound financial practices.
- Monitor the Grant funding spending and reporting to Provincial and National Treasury as well as internal departments on the grant spending performance.
- Monitors grant funding spending implementation, determine and recommend re-allocation or virement of funds when and where necessary.
- Responsible to populate and reconcile budget input information in terms of National Treasury's approved format and structure.
- Implement budgets by controlling them monthly, quarterly, and annually as required by legislation and stakeholders.
- Compile and submit budget reports timeously as needed and prescribed.

- Apply accounting procedures to monitor performance against approved budget and reporting accordingly.
- Receiving and coordinating information from revenue and relevant departments in order to compile the section 52 and 71 reports timeously.
- Extracting data from the Financial System and compile the section 52 and 71 reports in the described format as required by National Treasury.
- Provide support of the preparation of annual financial statements in terms of the prescribed format, guideline directives from National Treasury and the Accounting Standards Board.
- Collects and analyses financial data and ensuring that all reporting requirements are compliance and in line with the GRAP reporting guidelines.
- Assist both the internal and external auditors with audit queries when required.

3.5. SENIOR ACCOUNTING CLERK: BILLING x2 – PL 08

Ref No: BTO/05/01/2025

Annual salary: R267 355.80 – R303 715.59

Duration: Permanent

REQUIREMENTS

- Grade 12 Certificate
- National Diploma in Financial Management or equivalent qualifications (NQF level 6)
- 1-2 years' relevant work experience.
- Preparedness to be subjected to security clearance.

KEY PERFORMANCES AREAS

- Ensure that the closing/termination of accounts on water and electricity are finalised correctly (i.e. Accounts are only closed on the request of the client and if the account is fully paid, this includes the final account)
- Ensure that accounts are opened correctly, and all the necessary information has been captured on the FMS (Name, address, contact numbers, email address etc.)
- Ensure the payment of deposits for new occupants, the deposit must be paid as and when the account is activated.
- Follow up with the accounting Clerks to provide the final meter reading when a customer closes an account.
- Ensure that customers are only refunded when the account is closed and /or if there is a credit remaining on the account.
- Ensure that a deposit is paid for all new accounts activated (The deposit must be in line with the Tariff Book)
- Prepare monthly reports on new deposits.

- Ensure that the deposit paid is allocated to the correct account and the correct vote number.
- Assist with the facilitating of capturing customer profile updates as and when a customer wants to update their details.
- Handle all the queries concerning the opening and closing of accounts.
- Advise customers, with the process of opening and closing of accounts.
- Assist with the printing of duplicate statements.
- Perform any other lawful duties as may be delegated by Management.

3.6. SENIOR ACCOUNTING CLERK: BILLING – PL 08

Ref No: BTO/06/01/2025

Annual salary: R267 355.80 – R303 715.59

Duration: Permanent

REQUIRMENTS:

- Grade 12 Certificate
- National Diploma in Accounting and Cost Accounting or equivalent qualification (NQF level 06)
- 1-3 years related experience
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS:

- Review the debtors age analysis and identify large and unusual balances
- Identify inactive accounts with balances (both debit & Credit).
- Identify inactive accounts charging services.
- Check for duplicating accounts.
- Prepare monthly debtors reconciliation.
- Prepare journals, credit notes & debit notes and attach the necessary supporting documents.
- Capture the newly installed meters on the FMS.
- Suspend /close the old meters on the FMS.
- Handling of any complex queries that the subordinates were unable to resolve.
- Ensure that data and relevant customers information is captured correctly
- Print duplicate statements.
- Ensure that the closing/termination of accounts on water and electricity are finalised correctly (i.e. Accounts are only closed on the request of the client and if the account is fully paid, this include the final account).
- Ensure that accounts are opened correctly, and all the necessary information has been captured on the FMS (Name, address, contact numbers, emails address etc.)
- Ensure the payment of deposits for new occupants, the deposit must be paid on as and when the account is activated.

- Follow-up with the Accounting Clerks to provide the final meter reading when a customer closes an account.

3.7. SENIOR ACCOUNTANT: ASSET MANAGEMENT AND VERIFICATION – POST LEVEL 05 (RE-ADVERT)

Ref No: BTO/08/01/2025

Annual Salary: R427 892.26 - R472 312.76

Duration: Permanent

REQUIREMENTS

- Grade 12 Certificate
- B-Degree in Commerce /Financial Management or equivalent qualifications (NQF Level 7)
- MFMA certificate will be an added advantage
- Code B Driver's License
- 5 Years' Experience in Asset Management
- Preparedness to be subjected to Security Clearance processes.

KEY PERFORMANCE AREAS

- Manage registers and records of assets transactional processes, documentation, instructions and correspondence.
- Manage updated files with current and relevant information on the asset administrative activities
- Manage the status of records associated with movable assets.
- Prepare motivation for write-off and sale through an auction or other prescribed means of disposal.
- Deal with asset planning including the assessment of existing movable assets and planned acquisition.
- Evaluate movable asset performance.
- Implement the operations and safeguarding of assets.
- Manage and control the movement of assets.
- Develop and review an asset management replacement plan.
- Evaluate the performance of existing assets in terms of their capacity to support service delivery.
- Establish which assets are surplus to requirements or require refurbishment to bring them up to the required standard; and
- Develop an asset strategy, comprising an acquisition, operation and disposal plan.
- Oversee effectiveness and efficiency of daily operations
- Verify the reliability of internal and external financial and non-financial reporting
- Compliance with applicable laws and regulations concerning asset management.

- Define the asset and the level to which it is to be maintained, consistent with the role that the asset will play in the delivery of services.
- Describe the systems and procedures to be used to plan and manage the maintenance work.
- Indicates any requirements for in-house plant, equipment or spare parts.
- Perform any other lawful duties as may be delegated by Management.

4. DEPARTMENT: COMMUNITY AND SOCIAL SERVICES

4.1. MANAGER: LIBRARY SERVICES – POST LEVEL 03

Ref No: CSS/01/01/2025

Annual salary: R508 964.32 (Fixed)

Duration: Permanent

REQUIREMENTS

- Grade 12 Certificate
- Valid Driver's License
- Bachelor's Degree in Library and Information Services, Public Administration/ Management or Equivalent (NQF level 7)
- Computer Literacy
- Communications Skills
- Good Human Relations
- Five (05) years experience in Library and Information Service

KEY RESPONSIBILITIES

- Performs managerial activities to ensure the smooth running of Library Services.
- Plans and ensures the provision of Library Services.
- Develops and monitors systems, policies, procedures and processes to ensure correct working operations and policies.
- Educates and trains the public to enhance optimal library use and awareness to ensure optional use of resources.
- Facilitate the establishment of village/farm school Libraries and Community Libraries to ensure more accessible Library Services to all.
- Serves on Libraries Committee Services to the interest of Council Library Services.
- Perform public and client services functions to ensure proper communications.
- Perform any other lawful duties as may be delegated by Management.

4.2. **TRAFFIC INSPECTOR GRADE 1 – POST LEVEL 07**

Ref No: CCS/02/01/2025

Annual salary: R317 756.24 – R368 703.73

Duration: Permanent

REQUIREMENTS:

- Grade 12 Certificate
- Code A/EC Driver's License
- Traffic Diploma
- Two (2) years of relevant experience in Law Enforcement.
- Preparedness to be subjected to Security Clearance.

KEY PERFORMANCE AREAS

- Monitor and adhere to traffic law enforcement to ensure traffic flow and safety.
- Administrator the issuing of summons and notices to ensure the execution of law enforcement activities.
- Control traffic for events, gatherings, scholar patrol, sports or other purposes to ensure traffic and road safety.
- Perform driver activities using a vehicle to transport equipment and people.
- Monitor installation and removal of banners, posters and other signs by observing removal, and using vehicles to ensure adherence to legal requirements.
- Investigate scenes and complete accident reports by obtaining verbal feedback from drivers in the case of accidents that involved municipal vehicles to ensure an accurate reflection of accident circumstances.
- Investigate cases of blockages or checkpoints by posting barricades and traffic signs.
- Monitor the speed of vehicles using a laser or other equipment.
- Perform any other lawful duties as may be delegated by Management.

4.3. **MANAGER: ENVIRONMENTAL MANAGEMENT – PL 03**

Ref No: CSS/03/01/2025

Annual Salary: R508 964.32 (Fixed)

Duration: Permanent

REQUIREMENTS

- Grade 12 Certificate
- Valid Driver's License
- Bachelor of Sciences in Waste/Environmental Science/Management/Natural Sciences or equivalent (NQF level 7)

- Five (5) years relevant experience which three (3) years must be at the supervisory level.

KEY PERFORMANCES

- Oversee the Environmental Management division by ensuring adherence to applicable statutes to all division functions including environmental impact management, biodiversity management, air quality management, climate change adaption, and environmental education and awareness.
- Manage and facilitate integrated environmental management and ensure environmental compliance and enforcement
- Develop and review biodiversity sector plans.
- Develop an Open Space Management Plan.
- Ensure conservation/protection of municipal ecosystems.
- Manage waste collection services and planning.
- Coordinate and implement waste collection (proper waste collection and transportation).
- Develop and implement waste recycling advocacy programmes.
- Perform any other lawful duties as may be delegated by Management.

4.4. SENIOR ENVIRONMENTAL OFFICER – PL 05

Ref No: CSS/04/01/2025

Annual Salary: R427 893.26 – R472 312.76

Duration: Permanent

REQUIRMENTS:

- Grade 12 Certificate
- Valid driver's license
- Degree in Environmental Science/Natural Sciences or relevant qualification (NQF level 7)
- Three (3) years relevant experience
- Preparedness to be subjected to security clearance.

KEY PERFORMANCES AREAS:

- Performs specific administrative activities that involve Air Quality Management, Environmental Impact Assessment, Biodiversity and Conservation, Climate Change Management, waste management, and environmental governance.
- Ensure Environmental Compliance and Enforcement activities are adhered to in the municipality.
- Enforcement of all environmental management legislations, coordinating all aspects of pollution control, waste management, recycling, environmental health, conservation, and renewable energy.

- Carrying out impact assessments to identify, assess and reduce municipal environmental risks and financial costs.
- Conduct environmental education awareness and clean-up campaigns.
- Conduct stakeholder's engagement in relation to environmental management. Participate in the municipal, district and provincial forums of waste management, air quality management and environmental management.
- Provide comments on Land Development Applications processes and Spatial Planning documents.
- Promote social responsibility that incorporate environmental management in municipal services where environmental functions are integrated into the business processes of the municipality to encourage development that are environmentally friendly.
- Establish mechanisms to deal with developments "regulated or unregulated" and engage with Compliance and Enforcement.
- Develop work rosters and plan for the allocation of EPWP workers and general workers.
- Develop and review activity sheets and compile reports.
- Respond to waste management requests from communities e.g. Street cleaning, illegal dumping at open spaces and sources etc.
- Liaise with relevant provincial departments for the provision of materials during celebration of local environmental events
- Conduct education awareness at schools in line with the school's curriculum,
- Provide education with relevant departments to cooperatives with regard to refuse collection and recycling programmes
- Provide advice recycling groups to register and commercialise refuse collection projects
- Link recycling groups with agents of main recyclers (e.g Consol, NAMPAK, etc
- Evaluate the effectiveness of projects
- Facilitate existence of waste management projects
- Perform any other task assigned to by higher authority.

4.5. **MANAGEMENT REP: VEHICLE TESTING STATION – PL 05**

Ref No: CSS/05/01/2025

Annual salary: R427 893.26 – R472 312.76

Duration: Permanent

REQUIREMENTS

- Grade 12 Certificate
- Examiner of Vehicles Diploma
- Examiner for Driving License Diploma Grade A.
- Driving License Code EC.
- Must be registered as an examiner for driving licenses.
- Management Representative experience will be advantageous.
- Three (3) years of experience as an examiner for driving licenses and NaTIS

knowledge.

- Must have sound knowledge of the National Road Traffic Act.
- Must be trained and fully conversant with the procedures as contained in the latest procedure manual for NaTIS operators.
- Preparedness to be subjected to Security Clearance.

KEY PERFORMANCE AREAS

- Organise and facilitate business planning for the section to ensure the buy-in of staff in the section.
- Develop, communicate and implement operational plans and workflow processes of the section in line with the units' strategic business plan.
- Oversee the process of testing applicants for Learner & Driver Licenses and Professional Driver Permits (PDP).
- Manage the processing and issuing of applications for Learners & Driver's License and Instructor's Certificates.
- Manage the processing and issuing of successful learners & driver's licenses and temporary Driver's License.
- Manage the processing and issuing of renewal of old driver's licenses and professional driver permits.
- Enforce legislation relating to driver and learner testing and licensing.
- Implement anti-corruption strategies and policies in the section.
- Conduct anti-corruption audits and investigations to curb criminal activities in the section.
- Evaluate individual and team performance, and address deviations from agreed performance indicators.
- Address workplace conflict through the initiation and coordination of consultative processes and implementation of appropriate disciplinary procedures.
- Recommend acting appointments within the department, overtime and leave.
- Perform any other lawful duties as may be delegated by Management.

4.6. EQUIPEMENT OPERATOR X7 – PL 13

Ref No: CSS/06/01/2025

Annual salary: R154 994.16 – R167 977.79

Duration: Permanent

REQUIREMENTS:

- Grade 10 Report/Abet Level 4 Certificate
- Knowledge of Equipment Machinery, Tools
- Valid Driver's License
- Six (6) Months Relevant Experience

KEY PERFORMANCE AREAS

- **Maintain and construct municipal green areas, overgrown stands and cemeteries to ensure a needed environment by:-**
 - Slashing and removing plants and weed eaters utilising slashers shovels forks and hoes to enable access and ensure neatness.
 - Pruning and cutting plants using appliances
 - Digging holes and trenches using auger, spades, pick axes and rakes to ensure neatness.
 - Fertilizing soil by adding compost and fertilizer using manual machines or hands
 - Planting plants using hands,
 - Cleaning working area by using blower, brooms and rakes to ensure safety and neatness.
 - Operating irrigation system, hoses or water tanker trailer hoses to water plants.
 - Raking and picking up garden refuse using garden forks or hands and placing it in bags or at designated places or at designated for removal purposes.
 - Cutting off trees and branches using hand saws and power saws hands to enable the Operator to cut down trees and branches while standing on a ladder.
 - Mowing grass using mowers, self-propelled or ride-on mowers.
 - Trimming edges of beds and areas around obstacles using brush cutters (weed eaters).
 - Bush clearance using machines, tools and hands.
 - Ensure the use of safety clothing and equipment.
 - Marking of sports fields.
 - Construction of decorations.
- **Maintain machinery, equipment and tools to ensure the safekeeping and conditions thereof, by:-**
 - Inspection machinery, equipment and tools used to identify defects.
 - Reporting defects to superiors.
 - Replace string or blades for brush cutters when necessary.
 - Perform any other related tasks and compile with any other reasonable instructions issued by Management and the Parks Section so that objectives or achieved.

4.7. MANAGEMENT REP: DRIVING LICENCES TESTING CENTRE– PL 05

Ref No: CSS/07/01/2025

Annual salary: R427 893.26 – R472 312.76

Duration: Permanent

REQUIREMENTS:

- Grade 12 Certificate
- Examiner of Vehicles Diploma.
- Examiner for Driving License Diploma Grade A.

- Driving License Code EC.
- Must be registered as an examiner for driving licenses.
- Management Representative experience will be advantageous.
- Three (3) years experience as an examiner for Driving Licenses and NaTIS knowledge.
- Must have sound knowledge of the National Road Traffic Act.
- Must be trained and fully conversant with the procedures as contained in the latest procedure manual for NaTIS operators.
- Preparedness to be subjected to Security Clearance.

KEY PERFORMANCE AREAS

- Oversee the process of testing motor vehicles.
- Monitor the testing of motor vehicles.
- Manage the processing and issuing of Road Worthiness Certificates (RWC).
- Enforce legislation on motor vehicles and licensing.
- Implement anti-corruption strategies and policies in the section.
- Conduct anti-corruption audits and investigations to curb criminal activities in the section.
- Develop & implement anti-corruption awareness campaigns and programmes.
- Perform a system of checks and balances on the usage of finances in the section.
- Verification of all categories of Vehicle Examined by the Examiner as per the National Road Traffic Act (NRTA) 93 of 1996. SANS 1047, 10216 and all relevant South African National Standards (SANS) Legislation
- Maintain the NRTA and SANS amendments
- Provide and maintain the latest addition of all SANS documents at the Vehicle Testing Station (VTS)
- Assess the examiner's conduct during a roadworthy examination
- Monitor that the examiner of vehicles is performing their duties according to legislation
- Keep and Maintain records as per the NRTA, Act 93 of 1996 Archive Legislation from the Department of Transport
- Develop and compile reports
- Attend to routine personnel administrative matters.
- Identifying designated staff responsibilities, authority and personal performance measurement criteria
- Implement a disciplinary protocol to address the staff's non-compliance
- Evaluate individual and team performance and address deviation from agreed performance indicators
- Supervise vehicle testing services staff workplace conflict.
- Perform any other lawful duties as may be delegated by Management.

4.8. CO-ORDINATOR ROAD MARKING – POST LEVEL 07

Ref NO: CSS/08//01/2025

Annual Salary: R317 756.24 – R368 703.73

Duration: Permanent

REQUIREMENTS

- Grade 10 report /N1 certificate
- Code B Driver's License
- 1 Year Relevant Experience
- Knowledge of Road marking and signs in terms of SA Road Sign Manuals
- Preparedness to be subjected to Security Clearance

KEY PERFORMANCES AREAS

- Allocate work to the Maintenance team according to instructions received from the Supervisor.
- Monitor working procedures and progress on activities of the maintenance team.
- Inspect and verify completed work of maintenance to ensure quality.
- Control of clock cards of the maintenance team.
- Obtain quotations from vendors.
- Deliver requisitions and receive material from Stores or vendors as instructed by the Supervisor.
- Allocate material to reporting staff.
- Issue tools and equipment to reporting staff.
- Inspect oil and fuel levels and add oil or fuel when necessary.
- Complete log sheets to report on vehicle usage and fuel consumption.
- Perform pre-trip inspections to identify possible defects and failures.
- Monitor vehicle performance and functioning to identify possible defects and failures
- Report defects and failures to the supervisor.
- Instructing General workers to wash vehicles when necessary or to ensure that the vehicle is clean and roadworthy.
- Conduct inspection on vehicles and equipment when, where and how instructed.
- Provide written and/or verbal details or complete accident reports in case of accidents.
- Take vehicles to service on appointed times as indicated by the maintenance plan by informing the supervisor of upcoming services and by taking vehicles to the workshop.
- Supply Monthly statistics on work done.
- Perform any other lawful duties as may be delegated by Management.

4.9. ROAD MARKER X2 – POST LEVEL 13

Ref No: CSS/09/01/2025

Annual salary: R154 994.16 – R167 977.19

Duration: Permanent

REQUIREMENTS:

- Grade 08 report
- Six (6) months general work experience
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS:

- Erect signs as per RTA and SA Road Signs Manual.
- Mark road signs per the RTA and SA Road Signs Manual.
- Dig holes are correctly for signage poles.
- Make signs correctly.
- Relevant signs and safety equipment are in order and used.
- Perform any other lawful duties as may be delegated by Management.

4.10. PIT ASSISTANT – ROADWORTHY – POST LEVEL 10

Ref NO: CSS/10/01/2025

Annual salary: R208 603.90 – R230 521.89

Duration: Permanent

REQUIREMENTS:

- Grade 10 report/N1 Certificate
- Three (03) months working experience
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS:

- Check the engine and chassis number on the vehicle.
- Keep bystanders away from the pit.
- Take care of the hand tools.
- Direct clients on where to park.
- Clean the pit.
- Keep the testing station building clean by moping, sweeping, and cleaning any oil residue from vehicles.
- Assist with mending broken windows, doors, chairs, gates etc.

- Assist with maintaining cleanliness and order of the grounds.
- Perform any other lawful duties as may be delegated by Management.

4.11. EXAMINER OF VEHICLES/TESTING OFFICER X2– POST LEVEL 06

Ref No: CSS/11/01/2025

Annual Salary: R377 857.51 – R417 280.72

Duration: Permanent

REQUIREMENTS:

- Grade 12 Certificate.
- Diploma in Examiner of Driving License Grade A
- Code EC Driver's License.
- Registration as an Examiner of Drivers License.
- 2 years' relevant experience.
- Preparedness to be subjected to security cleaning.

KEY PERFORMANCE AREAS:

- Assess or evaluate applications for driver or learner's licences, checking details against identification and/or relevant supporting documents.
- Conduct learners' licence tests and issue certificates for the successful applicants.
- Perform Eye testing, Road test, and Yard test.
- Complete procedural information, forms, documents and notifications and submitting for further processing.
- Update schedules and registers reflecting licensing and testing applications processed and extracting summarised reports detailing the status of activities and forwarding them to the immediate superior for processing.
- Receive directives from the immediate superior and amend procedure manuals guiding testing sequences to read current with legislative requirements and specific regulations.
- Maintain records of applications, reports and tests, using alpha-numeric sequences to file documentation and/ or access/retrieve information to support query resolution.
- Perform any other lawful duties as may be delegated by Management.

5. DEPARTMENT: PLANNING AND DEVELOPMENT

5.1. VALUATION OFFICER – POST LEVEL 06

Ref No: DP/01/01/2025

Annual salary: R377 857.51 – R417 280.72

Duration: Permanent

REQUIREMENTS:

- Grade 12 Certificate
- Valid driver's license
- National Diploma in Real Estate/Property or equivalent (NQF Level 6)
- Three (3) years experience in property valuation/estate agency.
- Knowledge of the Local Government Municipal Property Act (6/2004) and the administration of property valuation rolls in a municipality.
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS:

- Register all objections to property valuations when required.
- Correspond with municipal service providers regarding property valuations.
- Compile data of all properties to be included in supplementary valuation roll.
- Keep a record of all changes of ownership in the municipal area.
- Provide reports to supervisor on main functions as above.
- Provide data to GIS of all subdivisions/consolidations approved.
- Keep a record of all correspondence.
- Perform any other lawful duties as may be delegated by Management.

NB. No faxed, or emailed, Z83 forms or applications after the closing date will be accepted.

All applications accompanied by an application form which can be downloaded at (<http://www.phalaborwa.gov.za>), supported by a CV, Certified Copies of ID, Qualifications and a Valid Driver's License should be forwarded to:

The Acting Municipal Manager
Ba-Phalaborwa Municipality
Private Bag x01020
PHALABORWA
1390

Or hand delivered to Office No. H29. Enquiries can be directed to the Human Resources Division for the attention of Mrs. Mashele YK, Mr. Rikhotso BB or Ms. Mahlabela A at 015 780 6324/6333/6316.

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses to any Councilor and/or Senior official for preference will be immediately disqualified from the selection or any appointment. Short-listed applications will be screened for criminal records and/or pending criminal cases and their qualifications will be verified.

Ba-Phalaborwa Municipality subscribes to the principles of Equal Employment and Affirmative Action. We welcome applications from people with disabilities.

CLOSING DATE: 02 MARCH 2025



MS. SELAPYANE JB
ACTING MUNICIPAL MANAGER