



# BA- PHALABORWA MUNICIPALITY

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

## DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER: AUDIT COMMITTEE MEMBERS:

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 these 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.

### 1. CHAIRPERSON OF RISK MANAGEMENT COMMITTEE

#### MINIMUM COMPETENCY REQUIREMENTS:

- A post graduate degree in Risk Management, Auditing and Accounting.
- Member of professional body in Risk Management or Internal Auditing.
- Certified Risk Management Practitioner or studying towards it will be an added advantage.
- Minimum of 8 years' experience in the Risk Management or Internal Auditing environment at a Senior Management Level.
- Minimum of 6 years proven experience as a member of risk management or audit committee
- Excellent knowledge of the Risk Management and Corporate Governance, Municipal Finance and Management Act and Treasury Regulations, Enterprise Wide Risk Management (EWRM), COSO model and Public Sector Risk Management Framework.
- Knowledge and understanding of internal controls, project management, governance, risk management principles, accounting practices and ICT and exposure to risk management legislations and policies.
- Be a member of the Professional Body relevant for risk management to review and monitor implementation of the Risk Management Framework, Policies and Strategy within the municipality.
- Advice on integration of risk management into planning, monitoring and reporting processes.
- Provide advice/guidance on setting risk of appetite and review risk appetite and tolerance levels.
- To assist the municipality to ensure that the Risk Management activities are conducted in accordance with the Public Sector Risk Management Framework, MFMA, Treasury Regulations, Risk Committee Charter and King III Report on Corporate Governance.
- To provide proper and timely reports to the Accounting Officer and Audit Committee on the state of Risk Management on a quarterly basis vetting.

### 2. AUDIT COMMITTEE MEMBER & ICT STEERING CHAIRPERSON:

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 these 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 and chair ICT Steering Committee.

#### REQUIREMENTS:

- A post graduate degree in Information Technology or IT Auditing
- Member of professional body in Information Technology or IT Auditing
- Certified Information Systems Auditor or studying towards it will be an added advantage.
- Minimum of 8 years' experience in ICT or ICT Audit environment at a Senior Management Level.
- Minimum of 2 years proven experience serving in the ICT Steering committee or audit committee
- Excellent knowledge of ICT Governance, Municipal Finance Management Act and Treasury Regulations
- Knowledge and understanding of internal controls, project management, governance and ICT processes.
- Be a member of the Professional Body relevant to ICT
- To assist the municipality to ensure that the ICT Steering Committee activities are conducted in accordance with relevant legislations.
- To provide proper and timely reports to the Accounting Officer and Audit Committee on the state of ICT on a quarterly basis vetting.

### 3. SENIOR MANAGER CORPORATE SERVICES (05 YEAR FIXED TERM EMPLOYMENT CONTRACT)

**Total Remuneration Package: R894 447  
(Minimum): R 1 022 226 (Mid-point) R1  
133 463 (Maximum) per annum as per  
government Gazette No: 43122 dated 20  
March 2020.**

The Contract of employment is in line with Section 57 (6) (a) of the Municipal Systems Act: Five (05) year fixed term performance based contract not exceeding one year after the election of the next council of the Municipality. The successful candidate will be subjected to signing of employment contract, a Performance Agreement, and disclosure of financial interests, undergo security vetting and competency assessment.

#### MINIMUM COMPETENCY REQUIREMENTS:

- A Bachelor's degree in Public Administration / Management Sciences / Law or Equivalent.
- Minimum of five (05) years' experience at middle management level.
- Have a proven successful institutional transformation within public or private sector.
- Proven successful management experience in administration.
- A certificate in a Municipal Finance Management Programme as prescribed by National Treasury, Government Gazette No 29967, dated 15 June 2007, will be an added advantage.
- A driver's license, Computer Literacy.
- Preparedness to be subjected to Competency assessment.
- Preparedness to be subjected to security clearance vetting and Information Verification.

#### KNOWLEDGE:

- Good knowledge and understanding of relevant policies and Legislations.
- Good understanding of institutional governance systems and performance Management.
- Good knowledge of corporate Services, including Human Capital Management, Legal Services, Facilities management.
- Information Communication Technology, council support, good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act and other Act, 200 (Act no 5 of 2000).
- Good governance and good knowledge of the Labour Relations Act and Other labour-related prescript.
- Good knowledge of coordination and oversight of all specialized support Functions Competency Framework.
- Leadership competencies in terms of the Local Government Municipal System Act (Competency Framework for senior Managers) as well as Municipal performance regulations, i.e. Strategic capability and leadership, programme and project management, financial management change leadership, and governance leadership.
- Core competencies in terms of the Local Government Municipal System Act (Competency Framework for Senior Managers) and the Municipal Performance regulations, i.e. Moral competence planning, organizing, analysis and innovation, knowledge and information on management, and communication. Result and quality focus.

#### KEY PERFORMANCE AREAS:

- Provide strategic direction and monitor the implementation of the strategic objectives of the overall Directorate.
- Participate in strategic management of the Municipality by advising the Municipal Manager on issues pertaining to the Corporate and shared Service Directorate.
- Oversee the management of the Human Resources in accordance with municipal regulations and other legislation applicable to the municipality.
- Manage the recruitment and retention of the required talent in the Municipality.
- Manage organizational transformation and Development in the Municipality.

### 4. SENIOR MANAGER: TECHNICAL SERVICES (05 YEAR FIXED TERM EMPLOYMENT CONTRACT)

**Total Remuneration Package: R894 447  
(Minimum): R 1 022 226 (Mid-Point)  
R1 133 463(Maximum) per annum, as per  
government Gazette No: 43122 dated 20  
March 2020.**

The Contract of employment is in line with Section 57 (6) (a) of the Municipal Systems Act: Five (05) year fixed term performance based contract not exceeding one year after the election of the next council of the Municipality. The successful candidate will be subjected to signing of employment contract, a Performance Agreement, and disclosure of financial interests, undergo security vetting and competency assessment.

#### MINIMUM COMPETENCY REQUIREMENTS:

- A Bachelor of Science degree in Engineering/ B Tech Engineering or equivalent.
- Five (05) years' experience at a middle management level or programme/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 or registration with a recognized relevant engineering professional body will be an added advantage
- Driver's license
- Preparedness to be subjected to Competency assessment.
- Preparedness to be subjected to security clearance vetting and Information Verification.

#### KNOWLEDGE:

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

#### COMPETENCY FRAMEWORK:

- Leading competencies in terms of the Local Government Municipal Systems Act (competency framework for senior managers) as well as the Municipal performance regulations i.e. strategic capability and leadership, People management, Program and Project Management, Financial management, Change leadership and governance leadership.
- Core competencies in terms of the Local Government Municipal Systems Act (competency framework for senior manager) and the Municipal performance regulations i.e. Moral competence, planning and organizing, analysing and innovation, knowledge and information management, communication, result and quality focus.

#### KEY RESPONSIBILITIES:

- Manage the provision of community 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 and taking full responsibility for the management, operation, maintenance planning and administration of the electricity network.
- Provide an advisory service to the Council regarding all aspects falling within his/her Scope of work and carrying out their decision.
- 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 service delivery.
- Develop a program for infrastructural service delivery within the municipal area in line with the IDP and oversee its implementation.
- Coordinate and supervise the management of own funded projects, implement National Building regulations, take the required responsibility as defined in the Occupational Health and Safety Act, Act no. 85 of 1993 and its regulations.

### 5. SENIOR MANAGER COMMUNITY AND SOCIAL SERVICES (05 YEAR FIXED TERM EMPLOYMENT CONTRACT).

**Total Remuneration package: R894 447  
(Minimum): R 1 022 220 (Mid-point) R1  
133 403 (Maximum) per annum as per  
government Gazette No: 43122 dated 20  
March 2020.**

The Contract of employment is in line with Section 57 (6) (a) of the Municipal Systems Act: Five (05) year fixed term performance based contract not exceeding one year after the election of the next council of the Municipality. The successful candidate will be subjected to signing of employment contract, a Performance Agreement, and disclosure of financial interests, undergo security vetting and competency assessment.

#### MINIMUM COMPETENCY REQUIREMENTS:

- A Bachelor of Science degree in Social Science/ Public Administration law or equivalent.
- Five (05) years of relevant experience the at middle management level.
- Proven successful institutional transformation within the Public or Private Sector.
- Registered with the South African Council for Social Services Processors: (SACSSP) or a similar recognized relevant professional body will be an added advantage.
- Preparedness to be subjected to Competency assessment.
- Preparedness to be subjected to security clearance.

#### KNOWLEDGE:

- Good knowledge and understanding of relevant policies 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 services 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 System Act (competency framework for Senior Managers) i.e. 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 of senior managers) i.e. moral competencies, planning and organizing, analysis and innovation, knowledge and information management, communication, results, and quality focus.

#### KEY PERFORMANCE AREAS:

- Draft the Directorate's strategic plan, and ensure the implementation of the environmental health and

community services programmes in line with the Integrated Development Plan of the Municipality

- Execute the approved budget and implement it with the services Delivery Budget Implementation Plan
- Develop and implement policies, procedures, and by-Laws relevant to environmental health and community services.
- Enforce compliance with all status
- Manage and coordinate traffic and law Enforcement, Licensing, and cemeteries.

## 6. DEPARTMENT OF CORPORATE SERVICES

**6.1. SENIOR OFFICER:  
ORGANISATIONAL DESIGN,  
(Post level 6) Ref: CORs 2/06/22)  
ANNUAL SALARY:  
R343 060.84 - R378 853.60.**

#### MINIMUM COMPETENCY REQUIREMENTS:

- Grade 12 Certificate.
- National Diploma in Management Services/ Production/Operations Management, A B Degree will be an added advantage.
- 3-4 years' experience in the related field, driver's license. Preparedness to be subjected for security clearance.

#### KEY PERFORMANCE AREAS:

- Coordinate and implement organizational design services.
- Conduct work study investigations.
- Render change management services.
- coordinate the development of Job Descriptions and Job Evaluation services,
- Coordinate Business Process Re-engineering Services.

#### KEY COMPETENCES:

- Knowledge of legislation mandates governing Organisational Design (OD), procedures and methods, OD and training Software applications, Ability to analyse data and prepare reports, Numerical skills, Computer Literacy, Flexibility, Proactive, Strong leadership skills, People management skills: Analytical, Ability to work under pressure, Negotiation, Communication skills, Honest and reliability.

### 6.2. PERFORMANCE MANAGEMENT SYSTEM OFFICER (PMS OFFICER) (Post level 7)

**REF: CORs 2/06/22  
ANNUAL SALARY:  
R288 494.27 - R334 750.03**

#### MINIMUM COMPETENCY REQUIREMENTS:

- Diploma in Development Studies or relevant qualifications, A B Degree will be an added advantage.
- Performance Management background.
- Knowledge of strategic planning principles.
- Five (05) years' relevant experience.

#### KEY PERFORMANCE AREAS:

- Manage individual performance of the staff members.
- Ensure that the daily work is done to satisfaction and to achieve the objectives of Council.
- Develop and maintain an overall Performance Management System (To manage Employee Performance.
- Ensure adherence to specific legislated requirements contained in the Municipal Staff Regulations, Municipal Systems Act, Municipal Finance Management Act and other relevant regulations and Employee PMS, Process PMS Data preparation, capturing and storage.
- Perform Administrative functions.

**NB. Positions for OD and PMS  
was previously advertised on the  
Phalaborwa Herald Newspaper,  
candidates who applied will be  
considered and need not to re-apply.**

Ba-Phalaborwa Municipality is an equal employment opportunity and affirmative action employer, it is our intention to promote representation (Race, Gender and disability). Shortlisted Candidates will be required to produce original copies of their academic qualifications on or before the appointment. Fraudulent qualifications or documentations will immediately disqualify any application.

**PLEASE NOTE:** Correspondence will only be entered into with shortlisted candidates. **The Municipality has the right not to fill advertised positions.**

Applications for Senior Managers positions 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, must accompanied by a detailed curriculum vitae, certified copies of required qualifications and identity document with at least three contactable references and email address of the referees. Please forward your applications to The Acting Municipal Manager, Ba-Phalaborwa Municipality, Private Bag X01020, Phalaborwa 1390 or hand delivered to Office no H29, Human Resource Management division, Faxed, emailed and late applications will not be considered. Enquiries should be directed to Dr. Pilusa KKL Senior Manager Corporate Services or Ms. Phakula MJ at 015-780 6326/ 6443.

**CLOSING DATE: 09 SEPTEMBER 2022**

**DR. PILUSA KKL  
ACTING MUNICIPAL MANAGER**