



**BA-PHALABORWA MUNICIPALITY WITH ITS SEAT IN PHALABORWA, INVITES APPLICATIONS FROM SUITABLY, EXPERIENCED AND DYNAMIC INDIVIDUALS. IT IS OUR INTENT TO PROMOTE REPRESENTATIVITY IN TERMS OF RACE, GENDER AND DISABILITY IN THE FILLING OF THE FOLLOWING POSITIONS:-**

**1. OFFICE OF THE MUNICIPAL OFFICER**

- 1.1. MANAGER IN THE OFFICE TO THE MAYOR – CONTRACTUAL (LINKED TO THE OFFICE TERM OF THE MAYOR) POST LEVEL 03  
REF NO. MM1/06/22  
ANNUAL SALARY: R462 094.11**

The incumbent will be expected to sign a contract linked to the office base of the political office bearer on the current term of the Council.

**REQUIREMENTS**

- Grade 12 Certificate
- B Degree in Public Management or equivalent qualification.
- Code 08 driver's license with Professional Driving Permit (PDP)
- Advanced driving certificate will be an added advantage
- 5 years' experience at managerial level.
- Computer literacy, Excellent verbal and written communication skills, negotiation skills and coordination, problem-solving and leadership skills
- Willingness to work extra-ordinary hours
- Preparedness to be subject to security clearance

**KEY PERFORMANCE AREAS**

- Manage and maintain daily, weekly and monthly programme in the Office of the Mayor.
- Analyze service delivery and needs of internal customers and others statistics
- Co-ordinate the different functions/activities of the office to ensure that all staff has a uniform goal and objectives to enhance service delivery to all departments.
- Record proceedings of meetings and effect decisions, including follow ups
- Ensure that correspondence and other documentation of the Mayor receive timeous attention and response.

- Serve as linkage between the Mayor and stakeholders, accompany the Mayor to various meetings
- Manage the procurement and provisioning services of the Office (plan, monitor and control the units' annual budget guided by the budgetary requirements of the Council.
- Advise the Mayor on a wide spectrum of issues (knowledge of municipal laws and regulations)
- Co-ordinate administrative intergovernmental relations and other stakeholders
- Ensure preparedness of the Mayor and be willing to work under pressure.

**Key Competencies:** *Communication skills, Protocol knowledge, Planning and decision making skills, interpersonal relations skills, ability to work under pressure, within a team and set time limits, self-motivated and have sound Local Government functions and framework.*

**1.2. PERSONAL ASSISTANT TO THE MAYOR:  
CONTRACTUAL (LINKED TO THE OFFICE TERM OF THE  
MAYOR) POST LEVEL 06  
REF NO. MM2/06/22  
ANNUAL SALARY: R360 510.22 – 378 853**

**REQUIREMENTS**

- Grade 12 certificate.
- B-degree with political science as a major subject.
- 3-year relevant experience
- Computer Literacy
- A valid driver's licence
- Preparedness to be subjected to security clearance

**KEY PERFORMANCE**

- Conduct research for the Mayor
- Conduct political analysis by conducting surveys of needs and demand through consultation with the Mayor
- Advise and update the Mayor on current political affairs
- Analyse and write various overlays of the Mayor and draft speeches, speaking notes or concept notes as the case, may be.
- Compile, write, edit and proceed reports that requires authorship of the Mayor as included in his/her municipal website.
- Ensure proper document management
- Attend meetings for and with the Mayor when delegated
- Handle office affairs
- Maintain good relations with other municipalities

**Key Competencies:** *Time Management, communication skills, report writing skills, interpersonal skills, honesty and integrity, be able to work under pressure and abnormal working hours.*

**1.3. SECRETARY: OFFICE OF THE MAYOR CONTRACTUAL (LINKED TO THE OFFICE TERM OF THE MAYOR) POST LEVEL 08  
REF NO. MM3/06/22  
ANNUAL SALARY R242 735.17 – R275 746.61**

**REQUIREMENTS**

- Grade 12 Certificate
- Diploma in Management Assistant/Secretariat/Typing or equivalent
- 1-2 years working experience in office administration
- Good Communication (verbal and written skills)
- Preparedness to be subjected to security clearance

**KEY PERFORMANCE AREAS**

- Performs specific tasks associated with the provision of administrative and secretarial support.
- Schedule, confirm and update the diary and highlight urgent matters that require the Mayor's attention.
- Organise, confirm and schedule meetings and appointments with internal and external stakeholders
- Copy, type and format documents or reports and create presentation using word processing and related office applications.
- Provide Secretarial Support to the Mayor.
- Maintain and access records of discussions, instructions and correspondence
- Performs general office support and a Reception/Telephonist service
- Collect data from Councilors and other stakeholders
- Perform any other tasks that are delegated by higher authorities

**Key Competencies:** *Time Management, communication skills, report writing skills, interpersonal skills, honesty and integrity, be able to work under pressure and abnormal working hours.*

**1.4. CHAUFFER TO THE MAYOR - OFFICE OF THE MAYOR CONTRACTUAL (LINKED TO THE OFFICE TERM OF THE MAYOR)**

**POST LEVEL 05, REF NO. MM4/06/22**

**ANNUAL SALARY R388 488.84 – R428 817.78**

**REQUIREMENTS**

- Grade 12 certificate
- Code 08 driver's license with Professional Driving Permit (PDP)
- Advanced driving certificate will be an added advantage
- 2- 3 years' experience in driving Executives
- Be able to communicate in English and atleast two other official languages
- Preparedness to be subject to security clearance

## KEY PERFORMANCE AREAS

- Performs driving functions for the Mayor
- Receive instructions from the Mayor to drive to certain destinations
- Transport the Mayor to and from scheduled public events and functions
- Communicate with protection personnel on specific safety requirements and apply agreed procedures to avoid life threatening incidents
- Provide VIP security services to the Mayor
- Check the Mayor's hand luggage to detect concealed weapons and explosions
- Maintain the Mayor's vehicle
- Check that specific safety requirements have been compiled with prior to departure
- Update and maintenance of mechanical systems of the vehicle

**Key Competencies:** *Healthy and physical fit, self-disciplined, Time Management, communication skills, report writing skills, interpersonal skills, honesty and integrity, be able to work under pressure and abnormal working hours.*

## **2. OFFICE OF THE SPEAKER**

### **2.1. SNR ADMIN CLERK: OFFICE OF THE SPEAKER- CONTRACTUAL (LINKED TO THE OFFICE TERM OF THE SPEAKER – POST LEVEL 08 ANNUAL SALARY R242 735.17 – R275 746.61 REF NO. MM5/06/22**

#### REQUIREMENTS

- Grade 12 certificate
- National Diploma in Management Assistant/Public Administration/Local Government (TVET) or equivalent.
- Code B Driver's license
- Computer Literacy certificate
- Customer care certificate
- One-year relevant working experience
- Preparedness to be subjected to security clearance

#### KEY PERFORMANCE AREAS

- Arrange the meeting venues for Ward Councillors and Community related meetings
- Compile Agenda for Ward Councillors
- Draft of attendance registers for Ward Committee/Community/Public/Imbizo meetings
- Arrange water for Imbizo attendances
- Receive and register Ward Committee and Mass meeting reports
- Filing of Ward Committee & other Office documents related to ward Councillors and the Chief Whip

- Type and consolidate Ward Committee reports
- Process Ward Committee monthly stipends
- Distribution of monthly Batho Pele feedback reports to Ward Councillors or any other related communique
- Create, Organize and maintain filing system for referral purpose and control access to it
- Complete requisition forms for stationery for approval by supervisor
- Confirm invitations received or e-mail message using computer
- Type reports and issue agendas for meetings

**Key Competencies:** *Time Management, communication skills, report writing skills, interpersonal skills, honesty and integrity, be able to work under pressure and abnormal working hours.*

**2.2. SECRETARY: OFFICE OF THE SPEAKER: CONTRACTUAL (LINKED TO THE OFFICE TERM OF THE SPEAKER**

**POST LEVEL 08,**

**REF NO. MM6/06/22**

**ANNUAL SALARY R242 735.17 – R275 746.61**

**REQUIREMENTS**

- Grade 12 Certificate
- Diploma in Management Assistant/Secretariat/Typing or equivalent
- 1-2 years working experience
- Good Communication (verbal and written skills)
- Preparedness to be subjected to security clearance

**KEY PERFORMANCE AREAS**

- Performs specific tasks associated with the provision of administrative and secretarial support.
- Schedule, confirm and update the diary and highlight urgent matters that require the speaker's attention.
- Organise, confirm and schedule meetings and appointments with internal and external stakeholders
- Copy, type and format documents or reports and create presentation using word procession and related office applications.
- Provide Secretarial Support
- Maintain and access records of discussions, instructions and correspondence
- Performs general office support and a Reception/Telephonist service
- Collect data from Councilors and other stakeholders
- Perform any other tasks that are delegated by higher authorities

**Key Competencies:** *Time Management, communication skills, report writing skills, interpersonal skills, honesty and integrity, be able to work under pressure and abnormal working hours.*

- 2.3. CHAUFFER TO THE SPEAKER - CONTRACTUAL LINKED TO THE OFFICE TERM OF THE SPEAKER**  
**ANNUAL SALARY R388 488.84 – R428 817 78**  
**POST LEVEL: 05**  
**REF NO MM3/06/22**

**REQUIREMENTS**

- Grade 12 certificate
- Code 08 driver's license with Professional Driving Permit (PDP)
- Advanced driving certificate will be an added advantage
- 2- 3 years' experience in driving Executives
- Preparedness to be subject to security clearance

**KEY PERFORMANCE AREAS**

- Performs driving functions for the Speaker
- Receive instructions from the Speaker to drive to certain destinations
- Transport the Speaker to and from scheduled public events and functions
- Communicate with protection personnel on specific safety requirements and apply agreed procedures to avoid life threatening incidents
- Provide VIP security services to the Speaker
- Check travelers and their hand luggage to detect concealed weapons and explosions
- Maintain the Speaker's vehicle
- Check that specific safety requirements have been compiled with prior to departure
- Update and maintenance of mechanical systems of the vehicle

**Key Competencies:** *Healthy and physical fit, self-disciplined, Time Management, communication skills, report writing skills, interpersonal skills, honesty and integrity, be able to work under pressure and abnormal working hours.*

### **3. OFFICE OF THE SENIOR MANAGER: CORPORATE SERVICES**

#### **3.1. SENIOR OFFICER: ORGANISATIONAL DESIGN**

**ANNUAL SALARY: R343 060.84 – R378 853.60 (Post level 6)**

**REF: CORS 1/06/22**

#### **REQUIREMENTS**

Grade 12 Certificate. National Diploma in Management Services/ Production/Operations Management, with 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.

#### **3.2. PERFORMANCE MANAGEMENT OFFICER (PMS OFFICER)**

**ANNUAL SALARY: R288 494.27 – R334 750.03 (Post level 07)**

**REF: (CORS 2/06/22)**

**Requirements:** B Degree in Development Studies or relevant qualifications, 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.

Applications should be submitted on the prescribed compulsory application form and indemnity form ([www.ba-phalaborwa.gov.za](http://www.ba-phalaborwa.gov.za)), a comprehensive CV and copies of certified certificates and ID copy should be addressed to: Acting Municipal Manager, Ba-Phalaborwa Municipality, Private Bag x 01020, PHALABORWA, 1390. Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified.

Enquiries or hand delivered applications can be directed to office No. H29, Human Resource Division for the attention of Ms. Mahlabela A at (015) 780 6482. Emailed or faxed applications will not be considered.

The positions linked to political office bearers will be expected to sign a contract linked to the office base of the political office bearer on the current term of the Council.

Ba-Phalaborwa subscribes to principles of equal employment and affirmative action.

*We welcome applications from persons with disabilities.*



**NB. THE MUNICIPALITY HAS A RIGHT NOT TO MAKE ANY APPOINTMENT**

**CLOSING DATE : 04 AUGUST 2022**

A handwritten signature in black ink, appearing to read 'Pilusa', written over a horizontal line.

**DR. PILUSA KKL  
ACTING MUNICIPAL MANAGER**

15/07/2022  
**DATE**