



BA-PHALABORWA MUNICIPALITY

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

1. DEPARTMENT: BUDGET AND TREASURY OFFICE

1.1. MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME - X7

Ref No: (BTO/17/07/23)

Remuneration: R110 000 Per Annum (All –Inclusive Remuneration Package)

Duration: (2 Years Contract) (24 Months)

REQUIREMENTS

- A Bachelor's Degree / Diploma in Commerce, Accounting, Local Government Accounting, Economics, Financial Management, Auditing or relevant qualifications.
- No experience required
- Graduate between the age of 21 and 35 years
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS:

- Capturing and verifying the transactional recordings reports.
- Compiling weekly and monthly financial reports.
- Processing Financial and performance reporting
- Apply good governance, professional's ethics and values.
- Be involved in auditing and accountability.
- Facilitating partnership and stakeholder relations.
- Manage change, risk and projects.
- Manage procurement and contracts.

2. DEPARTMENT: CORPORATE SERVICES

2.1. GENERAL WORKERS POST X30 - POST LEVEL 14

Basic Salary: R141 723.89 –R147 168.10 per annum

Ref No: (CORS /17/07/23)

Duration: Permanent

REQUIREMENTS

- Grade 10 (STD 08)
- Cleaning skills, Communication skills, Functional literacy
- First Aid
- Operating skills
- Ability to work on changing weather conditions i.e., exposed to hot and cold temperatures
- Physically fit to perform any general duties that may be assigned
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

- Prepare beverages for staff to ensure effective services delivery
- Cleaning the kitchen, cutlery and outside area to ensure a neat and clean work environment
- Maintain and clean equipment and tools used, to ensure clean equipment and tools are always in good working condition
- Operate any vector control equipment in a safe manner
- Ensure safety equipment is worn at all times when busy with vector control
- Maintain, clean and always keep all vector control equipment in good operating condition.
- Maintain stormwater furrows and remove litter, debris or any other obstruction which might block the natural water flow.
- Perform any cleaning or other job-related task delegated from time to time.
- Commence with cleaning sequence, mixing and using chemical detergents to remove stains /dirt from painted or ceramic surfaces
- Clean tools & municipal building
- Remove and wash off debris from tools and or / vehicles using pressurized cleaning systems (hand-held hoses)
- Maintain the cleanliness of streets and open public spaces
- Clean streets and open public spaces
- Remove carcasses of animals on the road
- Remove waste products from the supermarkets
- Maintain and repair roads, stormwater and drainage channels
- Clean worksites, stores equipment and tools and load materials before departure from the worksite
- Carry out both verbal and written instructions from the immediate superior on the work programme and/or cleaning priorities related to specific facilities.

All applications should be forwarded to: The 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. Phakula MJ or Ms. Mahlabela A.015 780 6382/6443.

Please note:

Fraudulent qualifications or documentation will immediately disqualify any application. Candidates who canvas to any Councilor or Senior Official for preference will immediately be disqualified from the selection process or appointment. Short-listed applications will be screened for criminal records and or any pending cases.

Ba-Phalaborwa subscribes to principles of equal employment and affirmative action. We encourage persons with disabilities to apply.



NB. THE MUNICIPALITY RESERVES THE RIGHT NOT TO APPOINT.

CLOSING DATE: 17 SEPTEMBER 2023


DR. PHUSA KKL
MUNICIPAL MANAGER

22/08/2023
DATE