



**BA-PHALABORWA
MUNICIPALITY**

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 OFFICE OF THE MUNICIPAL MANAGER:

1.1 SENIOR MANAGER: PLANNING AND DEVELOPMENT

**Total remuneration package: R894 447 (minimum); R 1 022 226 (midpoint)
R1 133 463 (maximum) per annum (CONTRACTUAL)**

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

MINIMUM COMPETENCY REQUIREMENTS:

- ❖ Grade 12 certificate
- ❖ A Bachelor of Science degree in building sciences/Architect/Bachelor degree in Town and Regional Planning or Development Studies or equivalent
- ❖ Five (5) years' experience at Middle-Management level
- ❖ Proven successful professional developmental /town and regional planning experience
- ❖ A qualification related to the National Treasury Competency Requirements for Senior Officers e.g. CPMD, MFMP will be an added advantage
- ❖ A valid code driver's license is essential
- ❖ Preparedness to be subjected to Competency assessment
- ❖ Preparedness to be subjected to security clearance

KNOWLEDGE

- ❖ Good knowledge and understanding of relevant policy and Legislation
- ❖ Good knowledge and understanding of institutional governance system and performance management
- ❖ Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000(Act no 5 of 2000)
- ❖ Knowledge of geographical information system
- ❖ Knowledge of spatial, town and development planning
- ❖ A Project management certificate or diploma
- ❖ Registration as a professional Planner in accordance with the planning professions Act, 2000(Act no 36 of 2002).

COMPETENCY FRAMEWORK

- ❖ 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 System Act (Competency of senior managers) i.e. moral competency, planning and organizing, analysis and innovation, knowledge and information management, communication, results and quality focus.

KEY PERFORMANCE AREAS

- ❖ Manage the Directorate, Planning and Development.
- ❖ Ensure that the Directorates achieve all key performance areas.
- ❖ Identify projects that should be managed in line the PRINGE2 project Management methodology.
- ❖ Coordinate the compilation and submission of business plan to source national and international funds.
- ❖ Facilitate the compilation of departmental Long-term and Medium term operational and short-term activity plan.
- ❖ Facilitate the integration of the department strategic operational plan.
- ❖ Compile and submit the monthly status quo and progress reports.
- ❖ Initiate the development of new and advise on the amendment of existing policies and by-laws.

2. BUDGET AND TREASURY OFFICE

2.1. MANAGER: BUDGET AND FINANCIAL CONTROL

Annual Salary Post Level 03- R462 094.11 (REF NO. BTO /10/22)

REQUIREMENTS

- ❖ Grade 12
- ❖ BCompt or Bcom degree in Accounting
- ❖ Computer literacy
- ❖ 5 years' relevant experience in financial reporting budget and analysis of financial information and Planning and Organizing.
- ❖ Report writing skills, and strong verbal and written communication skills.
- ❖ Knowledge of Mscoa Charts
- ❖ Code B Driver's License
- ❖ An MFMA Certificate will be an added advantage
- ❖ Preparedness to be subjected to a security clearance

KEYPERFORMANCE AREAS:

- ❖ Manage Budget control
- ❖ Ensure alignment of municipal budgets to prescribe format and legislation (MBR)
- ❖ Monitor the implementation of municipal budget and give advice on re-direction of resources to ensure effective, efficient and economic utilization
- ❖ Ensure mid-year allocations to municipalities are tabled and gazette.
- ❖ Ensure bank reconciliation is prepared on a monthly.
- ❖ Consult with managers to ensure that budget adjustments are made in accordance with program changes.
- ❖ Prepare of annual and adjustment budget's as per legislation
- ❖ Prepare financial reports, statements and projections on a monthly basis.
- ❖ Balanced and accurate trial balance and general ledger

- ❖ Manage monthly closing process, including reconciliations and analysis of related accounts
- ❖ Review major account balances reconciliations
- ❖ Prepare and distribute internal financial statements and reports
- ❖ Maintain the highest quality, reliability and accuracy
- ❖ Monthly management accounts and accurate trial balance
- ❖ Investment management
- ❖ Review major account balances reconciliations
- ❖ Increased revenue
- ❖ Coordinate, develop and update written policies and procedures over the financial reporting process
- ❖ Bank reconciliation
- ❖ Review bank reconciliation on a monthly on a monthly basis
- ❖ Managing both Cashbook and bank statements
- ❖ Grant management
- ❖ Review Grants reconciliation on monthly basis
- ❖ Staff supervision

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 Manager 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 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.

Enquires should be directed to Mr. Mashale TS Acting Senior Manager Corporate Services or Mrs. Phakula MJ at 015-780 6326/ 6443.

CLOSING DATE: 03 NOVEMBER 2022

SW

Please check and email signed copy

Name: *Kgosi Pilusa* size: 20x4

Company: *BPM*

Signature: *Pilusa* Cost:

Sunday World cannot be held responsible for errors/omissions not noted by the

**DR. PILUSA KKL
MUNICIPAL MANAGER**