



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. AUDIT COMMITTEE MEMBER

POSITION: CHAIRPERSON OF RISK MANAGEMENT COMMITTEE:

REF: NO MM1/06/23

DURATION: THREE YEARS

REQUIREMENTS

- A postgraduate degree in Risk Management, Auditing and Accounting.
- Member of a 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 of proven experience as a member of a Risk Management or Audit Committee.
- Excellent knowledge of Risk Management and Corporate Governance, Municipal Finance Management Act and the National 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 Legislation and Policies.
- Be a member of the Professional Body relevant to Risk Management to review and monitor the 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 the 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 quarterly.

1.2. AUDIT COMMITTEE MEMBER

POSITION: ICT STEERING COMMITTEE CHAIRPERSON

REF: NO MM2/06/23

DURATION: THREE YEARS

REQUIREMENTS

- A postgraduate degree in Information Technology or IT Auditing
- Member of a Professional Body in Information Communication 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 of proven experience serving in the ICT Steering Committee or Audit Committee.
- Excellent knowledge of ICT Governance, Municipal Finance Management Act, National Treasury Regulations and other related legislation.
- Knowledge and understanding of internal controls, project management, governance and ICT processes.
- To assist the Municipality to ensure that the ICT Steering Committee activities are conducted in accordance with relevant legislation.
- Preparedness to be subjected to security clearance processes.

**1.3. CHAUFFER TO THE SPEAKER (RE-ADVERT) – CONTRACTUAL
POST LEVEL 05 - (ANNUAL SALARY: R388 488. 84) (REF NO MM3/06/23)**

The contract period is in line with the Municipal Staff Regulations on the appointment of the political office posts that should be appointed on a contract linked to the term of office of the Political Office Bearer and not the term of Council. The contract period should not exceed a period ending thirty (30) days after the exit of the Political Office Bearer.

REQUIREMENTS

- Grade 12 certificate
- A valid Code 08 driver's license with Professional Driving Permit (PDP)
- Advanced driving executive will be an added advantage
- 2- 3 years relevant experience in driving.
- Preparedness to be subjected to security clearance processes.

KEY PERFORMANCE AREAS

- Performs driving functions for the Speaker as and when required.
- Communicate with protection personnel on specific safety requirements and apply approved procedures to avoid life-threatening incidents
- Provide VIP security services to the Speaker
- Perform specific safety requirements and ensure safety compliance before departure
- Update and maintain the mechanical systems of the vehicle utilized by the Speaker.
- Perform any other lawful and official related duties as may be delegated by the Speaker.

**1.4. CHAUFFER TO THE MAYOR (RE-ADVERT) – CONTRACTUAL
POST LEVEL 05 (ANNUAL SALARY: R388 488.84) (REF NO MM4/06/23)**

The contract period is in line with the Municipal Staff Regulations on the appointment of political office posts that all posts should be appointed on a contract linked to the term of office. Political office bearer and not the term of council. The contract period should not exceed a period ending thirty (30) days after the exit of the political office bearer

REQUIREMENTS

- Grade 12 certificate
- A valid Code 08 driver's license with Professional Driving Permit (PDP)
- Advanced driving executive will be an added advantage
- 2- 3 years relevant experience in driving.
- Preparedness to be subjected to security clearance processes.

KEY PERFORMANCE AREAS

- Performs driving functions for the Mayor as and when required.
- Communicate with protection personnel on specific safety requirements and apply approved procedures to avoid life-threatening incidents
- Provide VIP security services to the Mayor
- Perform specific safety requirements and ensure safety compliance before departure
- Update and maintain the mechanical systems of the vehicle utilized by the Mayor.
- Perform any other lawful and official related duties as may be delegated by Mayor.

1.5. HEAD OF CENTRE – DISASTER MANAGEMENT, POST LEVEL - 03 (ANNUAL SALARY: R462 094. 11 FIXED) (REF NO MM5/06/23)

REQUIREMENTS

- Grade 12 certificate
- Bachelor's Degree in Disaster Management or relevant qualification.
- A valid Code 08 driver's license
- 4- 5 years experience of which 02 years should be at middle management.
- Preparedness to be subjected to security clearance processes.

KEY PERFORMANCE AREAS

- Manage and coordinate the implementation of the Disaster Management with different stakeholder.
- Monitor, assess disaster risk possibilities, implement preventative measures, coordinate and conduct awareness campaigns.
- Manage and coordinate disaster response and recovery programmes.
- Develop and implement Disaster Management related Strategies and Policies.
- Develop and Manage disaster information management and communication to stakeholders.
- Monitor and coordinate the development of a Disaster Management Plan
- Manage and provide administrative support relevant to disaster management.
- Manage Human Resources and Financial Resources
- Report on disaster related incidents to the Municipal Manager and to Council
- Perform any other lawful and official related duties as may be delegated by Management.

2. DEPARTMENT OF CORPORATE SERVICES

2.1. MANAGER: ADMINISTRATION COUNCIL SUPPORT – POST LEVEL- 03 ANNUAL SALARY: R462 094. 11 FIXED) (REF NO: CORP 01/06/23)

REQUIREMENTS

- Grade 12 Certificate
- Bachelor's Degree in Public Administration/ Management or relevant qualification
- Sound knowledge of legislations governing municipalities i.e. MFMA, Municipal Structures Act and Municipal Systems Act
- A valid Code B driving license
- 4- 5 years relevant experience, of which 02 years should be at middle management.
- Preparedness to be subjected to security clearance processes.

KEY PERFORMANCE AREAS

- Provide administrative support to the Municipal Council.
- Compile and manage the budget of the division.
- Provide support to Council Structures in order to promote the culture of good governance.
- Provide secretariat to Council and its Committees
- Coordinate Council and all Committee meetings and prepare the agendas and compile minutes for such meetings in consultation with the Senior Manager Corporate Services, Municipal Manager, the Mayor, the Speaker and Chairpersons of Portfolio Committees inclusion in Council Committees agendas to verify accuracy and ensure that recommendations are well captured.
- Oversee the compilation and safekeeping of all the minutes.
- Develop and manage a referral system/mechanism of issues raised by communities to relevant Mayoral Committees and prepare issues as items and motions for Council discussion.
- Develop and manage the Corporate Diary
- Development of the Council Resolution.
- Management of the Records Division
- Management of Cleaning Services
- Management and maintenance of municipal properties
- The incumbent must understand and maintain the principle of high level of discipline and confidentiality.
- Perform any other lawful and official related duties as may be delegated by Management.

3. DEPARTMENT OF COMMUNITY AND SOCIAL SERVICES:

3.1. MANAGER: TRAFFIC AND LICENSING (RE-ADVERT) – POST LEVEL 03 (ANNUAL SALARY: R462 094. 11 FIXED) (REF NO: CSS 01/06/23)

REQUIREMENTS

- Grade 12 Certificate
- Registration as a Traffic Officer (DOT)
- Bachelor's Degree in Traffic and Metropolitan Policing/Traffic Safety Management or relevant qualification
- Certificates as Examiner of Vehicles Grade A
- Certificates as Examiner for Driver's Licenses Grade A
- Institute of Licensing Officers
- A valid Code EC driving license
- 4-5 years relevant experience as a Traffic Officer, of which 02 years should be in middle management.
- Preparedness to be subject to security clearance processes.

KEY PERFORMANCE AREAS

- Plan, manage, control, supervise and execute all law enforcement activities in the community.
- Promoting the safety of the community at all times through regular patrols, road safety campaigns and law enforcement.
- Ensure that all licensing functions are carried out to the advantage in accordance with the relevant legislation.
- Plan and manage activities of the division to ensure a law enforcement service in terms of legislation.
- Develops divisional vision and strategy and ensures implementation to promote efficient productivity.
- Responsible for executing, controlling and evaluating all the following functions through IDP/PMS reporting to ensure work progress.
- Plans and manage utilisation of resources to perform activities to allow equal and proper usage of resources for service delivery in all areas.
- Perform any other lawful and official related duties as may be delegated by Management.

**3.2. TRAFFIC INSPECTOR GRADE 1 X3 – POST LEVEL 7 (PERMANENT)
(ANNUAL SALARY: R288 494.27 - R334 750.03) (REF. NO: CSS 02/06/23)**

REQUIREMENTS

- Grade 12 Certificate
- Traffic Diploma qualification
- A valid driver's license
- Two years of working experience in law enforcement
- Preparedness to be subjected to a security clearance process and working shifts.

KEY PERFORMANCES AREAS

- Monitor adherence to traffic law enforcement to ensure traffic flow and safety
- Administer the issuing of summons and notices to ensure the execution of law enforcement activities
- Control traffic for events, gatherings, scholar patrols, sports, escorts or other related activities to ensure traffic flow and road safety.
- Monitor the installation and removal of banners, posters, signage and removal (impounding) of vehicles to ensure adherence to legal requirements
- Investigate scenes and complete accident reports by obtaining statements from drivers in case of accidents that involve municipal vehicles to ensure an accurate accident reports.
- Investigate cases of non-adherence reported by the public or other officials by visiting sites and performing observations.
- Set up roadblocks or checkpoints by posting barricades and traffic signs.
- Monitor the speed of vehicles using a laser or other equipment
- Perform any other tasks delegated by higher authorities.

4. DEPARTMENT OF TECHNICAL SERVICES:

**4.1. CHIEF ELECTRICAL ENGINEER (5 YEARS CONTRACT)
(REF NO: TS01/06/23) SALARY NEGOTIABLE**

REQUIREMENTS

- Grade 12 Certificate
- BSc Engineering (Electrical) /B Tech(Electrical)
- Government Certificate of Competency
- ECSA registration
- Valid driver's license.
- MFMA certificate will be an added advantage
- Preparedness to be subjected to security clearance process

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, make decisions and innovate others'
- Knowledge of MFMA and Legislative updates, as well as Legal and Labour issues, 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
- Develop the divisional vision and strategy and ensure implementation to deliver effective and efficient control over the division.
- 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 reports and statistics to report on relevant activities required by statutory or internal reporting requirements
- Advise Management, Council and the Municipal Manager in terms of aspects related to his /her division by addressing them in person, telephonically or in writing
- Perform client service functions to ensure continuous services delivery
- Maintain and monitor the electrical network.
- Perform any other lawful and official related duties as may be delegated by Management.

4.2. EPWP COORDINATOR – POST LEVEL - 08 (PERMANENT)

(ANNUAL SALARY: R223 571.72 – R253 976.97) (REF NO TS02/06/23)

REQUIREMENTS

- Grade 12 Certificate
- National Diploma in Public Administration/ Management or relevant qualification
- Valid driver's license
- 2-3 years of relevant experience
- Preparedness to be subject to security clearance

KEY PERFORMANCE AREAS

- Coordinates Extended Public Works Projects
- Interact with the donor department for support
- Capture EPWP projects on the system
- Implement EPWP budget grant from the Department of Public Works
- Provide inputs into the compilation of credible EPWP business plan
- Submit inputs during the development of the EPWP business plan

- Facilitate the implementation of the EPWP programmes
- Disseminate information on the extent and impact of the EPWP to all the stakeholders including the Ward Councilors
- Submit consolidated infrastructure sector report to Public Works
- Submit the Consolidated Environment and Culture sector report to the Department of Public Works
- Submit consolidated Social sector report to Provincial Publics works, National Department of Public Works (NDPW) and private sector
- Coordinate Expanded Public Works Program (EPWP) in the Municipality
- Update reports on the MIS
 - Perform any other lawful and official related duties as may be delegated by Management.

5. DEPARTMENT OF BUDGET AND TREASURY:

5.1. MANAGER: ASSET MANAGEMENT – POST LEVEL 03 (PERMANENT) (ANNUAL SALARY: R462 094. 11) (REF NO: BTO 01/06/23)

REQUIREMENTS

- Grade 12 Certificate
- BCOM Degree in Accounting or relevant qualification
- Understanding GRAP Standard will be added as an advantage
- 4- 5 years experience of which 02 years should be at middle management
- Valid driver's license.
- MFMA certificate will be an added advantage
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

- Develop and maintain asset registers, including; acquisitions, maintenance management, transfers and valuations.
- Plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies, and update the asset register.
- Manage valuations for immovable assets and update the asset register

- Prepare and review timely asset management reports.
 - Prepare analysis, record and report asset transactions for financial records.
 - Prepare financial reports and reconciliations to general ledger data.
 - Establish and execute a performance measurement system to evaluate the effective utilization of assets.
 - Oversee the implementation of the asset management system, including the management of the Asset Management Unit, and departmental policies and procedures.
 - Manage the fleet following policies, procedures standard legislation.
 - Assist in developing, maintaining and improving financial accounting processes and procedures.
 - Implement and maintain internal control processes and procedures.
 - Attend responsibilities of management accounting by completing monthly reconciliation pertaining to the fleet department.
 - Maintain financial administration system and implement internal controls.
 - Ensure continuous provision of feedback and coaching to ensure that staff members perform at optimum productivity level.
- Perform any other lawful and official related duties as may be delegated by Management.

NB. Candidates applying for manager's positions must disclose their academic qualifications, proven experience, competencies and contact references.

Applications for Managers must be submitted on an official application Form, which could be downloaded from the Ba-Phalaborwa Municipality website at www.ba-phalaborwa.gov.za or collected from Ba-Phalaborwa_municipality and accompanied by a detailed curriculum vitae

All applications should be forwarded to: The Municipal Manager, Ba-Phalaborwa Municipality, Private Bag x01020, PHALABORWA 1390 or hand delivered to the 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.

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: 20 JULY 2023


DR. PILUSA KKL
MUNICIPAL MANAGER

26/06/2023
DATE