



BA-PHALABORWA MUNICIPALITY

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

AUDIT COMMITTEE MEMBERS

Section 166 of the Municipal Finance Management Act (MFMA) No 56, 2003, requires the Municipal 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 on the Audit Committee.

1.1. AUDIT COMMITTEE CHAIRPERSON: REF (MM/01/07/2024)

REQUIREMENTS:

- Grade 12
- Valid driver's license
- Postgraduate Degree in Accounting and a Chartered Accountant.
- Certified Internal Auditor or Certified Information's Systems Auditor or Registered Auditor Qualifications/ Certificate will be an added advantage.
- A minimum of eight (8) years in a Senior Management Position as a CFO or Manager reporting to the CFO responsible for preparing Annual Financial Statements (AFS).
- Three (3) years' experience serving as an Audit Committee Member.
- Candidates should be prepared to consent to be subjected to vetting/security clearance.

Pg. 1 Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access to Information Act 2 of 2000.

1.2. AUDIT COMMITTEE MEMBER – LEGAL SPECIALIST: REF (MM/02/07/2024)

REQUIREMENTS:

- Grade 12
- Valid driver's license
- A Bachelor of Law (LLB)
- Admitted Attorney.
- Senior Council Advocate will be an added advantage.
- A minimum of (08) eight years in a Senior Management Position as a Legal Manager/ Director in the Public Sector.
- Three (3) years experience serving as an Audit Committee Member.
- Candidates should be prepared to consent to be subjected to vetting/security clearance.

1.3. AUDIT COMMITTEE MEMBER - CIVIL ENGINEER: REF (MM/03/07/2024)

REQUIREMENTS:

- Grade 12
- Valid driver's license
- An Engineering Specialist with NQF Level 7 qualification in Civil / Electrical/ Mechanical Engineering
- Professional Technologist or Professional Engineer.
- A minimum of (08) eight years in a Senior Management Position as a Technical Services Director/ Senior Manager exposed to working with Roads, Stormwater, Electricity and Water.
- Three (03) years experience serving as an Audit Committee Member.
- Candidates should be prepared to consent to be subjected to vetting/security clearance.

KEY PERFORMANCE AREAS

Interested persons will be expected to render, inter alia, the following services and advise the Municipal Council, the Political Office-Bearers, the Accounting Officer and the Management Staff of the Municipality on the following matters: -

- Service delivery and project management
- Legal matters
- Internal financial control and internal audits

- Risk management
- Accounting policies
- Quality assurance on the adequacy, reliability and accuracy of financial reporting and information
- Performance management.
- Good governance, compliance with the MFMA, the annual Division of Revenue Act and any other applicable legislation.
- Performance evaluation and any other issues referred to the Committee by the Municipality.
- Review the Annual Financial Statements and provide the Council of Ba-Phalaborwa Municipality with a credible opinion of the financial position, its efficiency and effectiveness and its overall level of compliance with the MFMA, DORA and any other applicable legislation.
- Report and respond to the Ba-Phalaborwa Local Municipal Council on any issues raised by the Auditor General South Africa (AGSA) in the audit report.
- Interrogate the financial affairs of Ba-Phalaborwa Local Municipality which Council may request.

TERMS OF OFFICE AND REMUNERATION:

- The term of office of the appointed candidates will be **three (03)** years.
- Successful candidates should not be serving in more than three (03) Audit Committees in Government to ensure effectiveness as contained in Circular 65 of the MFMA.
- The persons appointed will be remunerated in accordance with the National Treasury Guidelines.

2. DEPARTMENT: TECHNICAL SERVICES

2.1. MANAGER: CIVIL ENGINEERING – POST LEVEL 03

Ref No: TS/01/07/2024

Annual salary: R487 047.19 (Fixed)

Duration: Permanent

REQUIREMENTS:

- Grade 12
- Valid driver's license
- BSc/B-Tech in Civil Engineering or equivalent qualifications (NQF level 07)
- Computer literate
- Five (05) years' relevant experience which three (03) years must be at the management/supervisory level
- Candidates should be prepared to consent to be subjected to vetting/security clearance.

KEY PERFORMANCE AREAS

- Plan and implement programmes to address maintenance of roads, buildings, culverts, bridges and parking areas.
- Manage and supervise the performance of minor construction and maintenance activities to make recommendations to Management in terms of sustainability.
- Manage contracts for minor construction and maintenance activities to ensure proper and efficient control of overall contracts.
- Make recommendations to the Engineering Technician in terms of revision of maintenance plans and modifications to current infrastructure.
- Develop and implement divisional vision and strategy
- Manage the performance of employees in the division to ensure and determine work performance and progress.
- Plan and manage both human, financial and material resources of the division.
- Develop and monitor systems, policies, procedures and processes to ensure correct working operations and practices.
- Advise Management on key matters related to his/her section.
- Perform any other duties as may be delegated by Management

2.2. MANAGER: ELECTRICAL SERVICES – POST LEVEL 03

Ref No: TS/02/07/2024

Annual salary: R487 047.19 (Fixed)

Duration: Permanent

REQUIREMENTS:

- Grade 12
- Valid driver's license
- BSc/B-Tech in Electrical Engineering or equivalent qualifications (NQF level 07)
- Wireman's license
- Five (05) years relevant experience which three (03) years must be at the management/supervisory level
- Computer literacy
- Candidates should be prepared to consent to be subjected to vetting/security clearance.

KEY PERFORMANCE AREAS

- Develop divisional vision and strategy.
- Provide inputs in the organizational strategic plan.
- Develop an action plan to ensure the achievement of the divisions' objectives and report to Management.
- Manage activities associated with the construction, installations, protections, testing and energy management of medium/low voltage electrical reticulation.
- Manage and interpret the electricity readings.
- Manage minor construction and maintenance contracts to ensure proper and efficient control of overall contracts.
- Perform all electrical-related responsibilities.
- Perform any other lawful duties as may be delegated by management.

3. DEPARTMENT: BUDGET AND TREASURY

3.1. SECRETARY TO THE CHIEF FINANCIAL OFFICER – POST LEVEL 08

Ref No: BTO/01/07/2024

Annual Salary: R255 842.87 – R290 636.93

Duration: Permanent

REQUIREMENTS:

- Grade 12
- Secretariat Diploma /Diploma in Management Assistant or equivalent (NQF level 06)
- 1-2 years relevant experience
- Computer Literacy
- Typing skills of at least 45 Words Per Minute (WPM)
- Candidates should be prepared to consent to be subjected to vetting/security clearance.

KEY PERFORMANCE AREAS

- Provide secretarial support to the Department.
- Manage departmental enquiries.
- Manage the office and the diary of the Chief Financial Officer.
- Support the department with administration.

- Arrange venues and cater for workshops and meetings by booking external venues for meetings/workshops/interviews.
- Coordinate departmental and external meetings for the CFO, advising of date, time and venue
- Record and update the register of attendees to the departmental and stakeholder's meetings
- Perform any other lawful duties as may be delegated by Management.

4. DEPARTMENT: CORPORATE SERVICES

4.1. GENERAL WORKERS POST X50 - POST LEVEL 14

Ref No: CORP/01/07/2024

Annual salary: R141 723.89 –R147 168.10

Duration: Permanent

REQUIREMENTS

- Grade 10 (STD 8)
- Cleaning skills, Communication skills, Basic literacy
- Operating skills
- Ability to work in different weather conditions i.e., exposed to hot and cold temperatures
- Physically fit to perform any general duties
- Candidates should be prepared to consent to be subjected to vetting/security clearance and medical surveillance.

KEY PERFORMANCE AREAS

- Prepare beverages for staff to ensure effective service delivery
- Clean 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 that PPE and safety equipment are worn at all times when performing their duties
- Maintain, clean and keep all vector control equipment in good operating condition at all times
- Maintain stormwater furrows and remove litter, debris or any other obstruction which might block the natural flow of water
- Perform any cleaning or other job-related tasks 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 and stormwater drainages
- Clean worksites, stores equipment and tools and load materials before departure from the work site.
- Receive verbal instructions from the immediate superior on the work programme and/or cleaning priorities related to specific facilities
- Perform any other lawful duties as may be delegated by management.

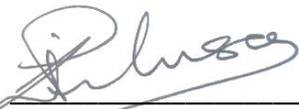
NB. No faxed, emailed, Z83 forms or applications will be accepted.

All applications must be accompanied by an application form which can be downloaded from (<http://www.phalaborwa.gov.za>), CV, certified ID copy, Qualifications and valid driver's license 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 Human Resources division for the attention **Mrs. Phakula MJ or Ms. Mahlabela A at 015 780 6482/6443.**

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvases any Councilor and/or Senior Official for preference will be disqualified immediately from selection or any appointment. Short-listed applicants will be screened for criminal records and/or pending criminal cases and their qualifications will be verified.

Ba-Phalaborwa Local Municipality complies with the requirements of the Protection of Personal Information Act 4 of 2013 and the Promotion of Access to Information Act 2 of 2000. We further subscribe to the principles of Equal Employment and Affirmative Action. We encourage persons with disabilities to apply. The Municipality reserves the right not to fill the positions.

CLOSING DATE: 18 JULY 2024 AT 16H00



**DR. PILUSA KKL
MUNICIPAL MANAGER**