



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

1.1. MANAGER: STRATEGIC SUPPORT – POST LEVEL 03

Ref No: MM/01/01/2024

Annual Salary: R487 047.19 (Fixed)

Duration: Permanent

REQUIREMENT

- Grade 12
- Degree/B-Tech in Public Administration/Management (NQF 7)
- Ability to Operate Computer
- Five (5) Years Relevant Experience
- Valid Driving License
- Preparedness to be subjected to security clearance processes.

KEY PERFORMANCE AREAS

- Development of divisional vision and strategy
- Provide inputs in the organizational strategic plan.
- Monitor the implementation of the organizational strategy.
- Manage and implement stakeholder relations.
- Develop action plans to implement recommendations from different stakeholders and sector departments as approved by the Municipal Manager.
- Develop and monitor systems, policies, procedures, and processes.
- Manage the Office of the Municipal Manager.
- Plan and manage the daily activities of personnel and resources within the Municipal Manager's Office.
- Respond to queries on behalf of the Municipal Manager as and when delegated.

- Manage effective liaison between the offices of the Speaker, Chief Whip and Councilors.
- Manage the facilitation of Special Programmes.
- Provide the ongoing review and analysis of existing related policies.
- Develop, implement, monitor and advocate for various awareness campaigns.
- Manage Youth, Children and women development programmes.
- Manage publications, branding and events.
- Manage resources (Human, Assets, and Financial Resources) in the Office of the Municipal Manager.
- Perform any lawful duties as may be delegated by Management.

1.2. CHIEF CLERK: COMMUNITY LIAISON OFFICE OF THE SPEAKER - POST LEVEL 07 (X2)

Ref No: MM/02/01/2024

Annual Salary: R304 072.96 – R352 826.54

Duration: Permanent

REQUIREMENTS

- Grade 12 Certificate.
- Diploma in Local Government/Public Administration/Public Management/ Business Management/ Management Assistant or Relevant Qualification (NQF Level 6)
- Ability to use Computer.
- Code B Drivers Licence
- 1-2 years Working Experience
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS

- Monitor the ongoing activities of Ward Committees.
- Assist in the coordination of Public Participation activities.
- Participate in drafting the departmental budget in the Office of the Speaker.
- Provide support to Ward Committees.
- Liaise with the Ward Committees and Councillors to facilitate all activities/functions organised by the Council within all wards.
- Perform any lawful duties as may be delegated by Management.

2. DEPARTMENT: CORPORATE SERVICES

2.1. CHIEF LEGAL OFFICER - POST LEVEL 06

Ref No: CORS/01/01/2024

Annual Salary: R361 586.54 – R399 311.70

Duration: Permanent

REQUIREMENTS

- Grade 12
- Bachelor of Laws Degree (NQF Level 7)
- Valid Driver's License
- 3 Years of Working Experience in Legal Administration
- Ability to Operate Computer
- Ability to Interpret Acts and Advice Accordingly.
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS

- Develop and monitor systems, policies, by-law procedures and processes to ensure correct working operations and practices.
- Ensure and monitor the implementation of legislative requirements for Local Government structures as per the current legislation.
- Provide advisory labour opinions to the Municipality to comply with the Regulating Acts/Court Judgments.
- Monitor policies and procedures and assist in simplifying the Municipal Code of Conduct, BCEA and LRA.
- Ensure that management and all employees of the Municipality adhere to Labour Policies and procedures.
- Coordinating and controlling procedures and research sequences associated with disciplinary and grievance cases.
- Interpreting the nature of cases, researching case law and interpreting the relative outcomes to the charges against the member.
- Prepare and represent the Municipality in cases referred for conciliation/arbitration by analysing evidence.
- Interpreting the applicability of specific policies, procedures, legislation and case law concerning issues of arguments relevant to the matter contested.
- Explain procedures and applications associated with enquiries and hearings.
- Manage contracts for external services by compiling terms of reference for level agreements and contracts.
- Perform any lawful duties as may be delegated by Management.

2.2. SENIOR ADMIN CLERK: COMMITTEES - POST LEVEL 08

Ref No: CORS/02/01/2024

Annual Salary: R255 842.87 – R290 636.93

Duration: Permanent

REQUIREMENTS

- Grade 12
- National Diploma in Public Administration/Management/Management Assistant or relevant qualifications (NQF Level 6)
- Ability to Operate Computer
- 2 Years of Working Experience
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS

- Prepare logistics for the meeting in terms of drafting the agenda and minutes in preparation for the meeting.
- Distribute agendas and corresponding documents through the messenger before the meetings.
- Facilitate the development and advertisement of the Corporate Calendar.
- Provide secretarial support to Portfolio Committees by taking minutes for the Portfolio Committee, EXCO and Council proceedings.
- Compile minutes for Top Management, compile and consolidate the Resolution Register and Worksheets.
- Submit all Minutes and Resolutions to the Records Office for filing purposes.
- Perform any lawful duties as may be delegated by Management.

2.3. CHIEF REGISTRY CLERK – POST LEVEL 07

Ref No: CORS/03/01/2024

Annual Salary: R304 072.96 – R352 826.54

Duration: Permanent

REQUIREMENTS

- Grade 12
- National Diploma in Public Administration/Public Management or relevant qualifications (NQF Level 6)
- 3 Years of Relevant Experience.
- Records Management Certificate.
- Ability to Operate Computer.
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS

- Administer mail and control correspondences.
- Provide access considering the POPIA, circulation and retrieval of documents.
- Attend counter services by receiving requests for files and information from officials
- Follow requests/queries submitted by the members of the public and other stakeholders.
- Distribute provincial and government gazettes.
- Perform any lawful duties as may be delegated by Management.

2.4. RECORDS OFFICER – POST LEVEL 06

Ref No: CORS/04/01/2024

Annual Salary: R361 586.13 – R399 311.70

Duration: Permanent

REQUIREMENTS:

- Grade 12
- National Diploma in Public Administration/Public Management/Diploma Records Management or relevant qualifications (NQF Level 6).
- 3 Years of Relevant Experience.
- Valid Driver's License
- Computer Literacy
- Preparedness to be subject to security clearance.

KEY PERFORMANCE AREAS

- Administer mail/correspondence controls by receiving incoming and outgoing mail.
- Provide access, distribution, and retrieval of documents.
- Ensure that correspondences are retrieved by laid down procedures.
- Attend counter services by receiving requests for files and information from officials.
- Follow requests/queries submitted by members of the public and other stakeholders.
- Distribute Government Gazettes
- Ensure proper fax dispatching and distribution services.
- Perform any lawful duties as may be delegated by Management.

2.5. EMPLOYEE ASSISTANCE PROGRAMME – POST LEVEL 05

Ref No: CORS/05/01/2024

Annual Salary: R409 467.24 – R451 973.01

Duration: Permanent

REQUIREMENTS

- Grade 12
- B-Degree in Social Worker/Psychology or Relevant qualification
- Registered with SACSSP/ HPCSA
- 3 Years of Relevant Experience
- Valid Driver's Licence
- Ability to Operate Computer
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

- Render EAP services to employees.
- Gather relevant information about the employees for EAP-related matters.
- Schedule an assessment meeting to perform a comprehensive evaluation.
- Liaise with support centres regularly to check the employee's progress.
- Report cases to Management for monitoring the progress of affected employees.
- Provide a progress report to the employer concerning the employee's compliance with recommended interventions with consideration of confidentiality.
- Provide counselling to the affected employees.
- Schedule short-term counselling with the client.
- Extend the counselling to the family members where necessary.
- Liaise with the employee's supervisor in cases of self-referral if the problem impacts productivity.
- Refer employees to external service providers where necessary.
- Provide an initial assessment report to the direct Managers.
- Refer the employee to the appropriate service provider depending on the severity of the problem.
- Make follow-up with the affected employees to render capacity-building programmes or workshops on EAP.
- Conduct awareness and educate employees on wellness-related matters.
- Perform any lawful duties as may be delegated by Management.

2.6. SYSTEM ADMINISTRATOR -POST LEVEL 06

Ref No: CORS/06/01/24

Basic Salary: R361 586.13 – R399 311.70

Duration: Permanent

REQUIREMENTS

- Grade 12
- National Diploma in Information Technology/ System (IT) or Relevant Qualification.
- A Valid Driver's License
- 3 Years of Working Experience
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS

- Perform a wide range of system administration on municipal financial system, among others software installation, debug, maintain, upgrade, update and general support .
- Proactive monitoring of financial servers, applications and applications using a combination of tools to ensure high availability and SLA's.
- Report on the mSCOA related systems matters and perform secretariat duties for mSCOA Committees.
- Data Extraction, Transformation and Loading (Importing of large Volume Data extracted from Multiple system into data warehouse environment)
- Perform Database (DB) Backup and Recovery for Financial system, and Developing the Procedures based on the industry best practice.
- Ensures Database Security and Authentication (Knowledge of Potential Weakness of software to minimize overall risks, setting access DB security and implement user access management.
- Implement, Enforce and Comply with All ICT and Council Polices
- Collect and reviews data to ensures Capacity Planning and Performance Monitoring (Knowledge how large DB and how fast it is growing and make provision for future needs (Storage ,server and Backup space) , Monitoring DB Performance as part of ongoing system maintenance).
- Perform Database Tuning and Troubleshooting.
- Evaluate, test and deploy all software and hardware upgrades to the server infrastructure.
- Advice the ICT Manager on the latest DB Technologies
- Work closely with third party applications service providers to provide end-user support and issue resolutions.
- Maintain up-to-date knowledge of emerging server tools and technologies.
- Research, evaluate and recommend system technologies to support business requirements.
- Rigorously create and maintain documentation for all processes and procedures for quarterly and monthly reviews by ICT Manager.

- Support the ICT Unit in addressing and resolving of Systems related and ICT internal and AGSA findings.
- Review user access rights and submit to ICT Manager for Overall reviews.
- Perform any lawful duties as may be delegated by Management.

2.7. ASSISTANT CARETAKER - POST LEVEL 09

Ref No: CORS/07//01/2024

Annual Salary: R202 989.00 – R 226 693.67

Duration: Permanent

REQUIREMENTS

- Grade 12 Certificate.
- Good Communication Skills.
- Code EB or C1 Driver’s License.
- 2 Years Experience in the cleaning field.
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS:

- Manage and control the cleaning team.
- Manage the preparation of halls for official or public functions.
- Ensure the cleanliness of the halls, chairs, and tables.
- Proper administration and management of bookings of the mentioned facilities are made in advance.
- Responsible for locking and unlocking offices.
- Manage and control all the cleaning materials and equipment for Cleaning Services.
- Leave Management for employees (cleaners)
- Perform any lawful duties as may be delegated by Management.

2.8. SNR ADMIN CLERK- POST LEVEL 08

Ref No: CORS/08/01/2024

Annual Salary: R255 842.87 – R290 636.93

Duration: Permanent

REQUIREMENTS:

- Grade 12
- National Diploma in Public Administration/Public Management/Management Assistant /Diploma in Local Government or Relevant Qualification (NQF Level 6)
- Ability to Operate Overtime

- 1-2 Years Relevant Experience
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS

- Prepare logistics for the meeting in terms of drafting the agendas and minutes in preparation for meetings.
- Distribute agendas and related documents before the meeting.
- Consolidate the Draft Corporate Calendar.
- Provide secretarial support to Committees by taking minutes for the Top Management, Portfolio Committee, EXCO and Council proceedings.
- Compile minutes and resolution worksheet and submit for approval by the supervisor.
- Send copies of all minutes and resolutions to the records office for filing purposes.
- Perform any lawful duties as may be delegated by Management.

2.9. ASSISTANT REGISTRY CLERK – POST LEVEL 10

Ref No: CORPS/09/01/2024

Annual Salary: R199 620.96 – R220 595.11

Duration: Permanent

REQUIREMENTS:

- Grade 12
- 01 Year of Relevant Experience
- Knowledge of Records Management
- Ability to Operate Computer
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS:

- Administer mail/correspondence controls by receiving incoming and outgoing mail
- Provide access, distribution and retrieval of documents.
- Ensure correspondence files and records are maintained, circulated and retrieved in accordance with laid down procedures.
- Attend counter services by receiving requests for files and information from officials.
- Follow requests/queries submitted by the members of the public and other stakeholders.
- Process incoming and outgoing fax.

3. DEPARTMENT: BUDGET AND TREASURY

3.1. CHIEF ACCOUNTANT: CREDIT CONTROL & INDIGENT MANAGEMENT POST LEVEL 04

Ref No: BTO/01/01/2024

Annual salary: R463 455.63 – R475 111.83

Duration: Permanent

REQUIREMENTS

- Grade 12
- BCompt or B-Com Degree in Accounting (NQF Level 7) or Relevant Qualification
- MFMA Certificate will be an added advantage.
- Valid Driver's License
- 5 Years of Relevant Experience in Middle Management
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS

- Coordinate Credit Control & Debt Collection Services
- Assist in the development, review and implementation of various revenue policies and by-laws in line with applicable legislation.
- Assist in the development and implementation of revenue enhancement strategies.
- Coordinate and review revenue and debt collection strategies.
- Monitor calls logged into the system on the debtor's account history.
- Support cash flow management initiatives.
- Provide analysis on cash collection to the Manager.
- Coordinate property rates billing and administration.
- Verify calculations of clearance figures as per application for purchasing of properties as submitted by Attorneys.
- Review certificates prepared for property rates to support the transfer/sales agreement and on condition of payment of rates.
- Coordinates internal personnel deductions (debts)
- Retrieve a list of employees from the payroll.
- Verify the list of employees against the billing system.
- Monitor the compilation of employees whose accounts are in arrears.
- Monitor and review the monthly personnel dry-run deductions.
- Coordinate the indigent registration and management processes.
- Perform any lawful duties as may be delegated by Management.

3.2. ACCOUNTANT: PROPERTY RATES - POST LEVEL 06

Ref No: BTO/02/01/2024

Annual Salary: R361 586.13 – R399 311.70

Duration: Permanent

REQUIREMENTS

- Grade 12
- National Diploma in Accounting (NQF Level 6) or Relevant Qualification
- 3 Years of Relevant Experience
- Valid Driver's License
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS

- Load the Valuation Roll and Supplementary Valuation Roll on the Financial Management System.
- Reconcile the market values on the Valuation Roll and the Financial System.
- Review the billing report to ensure that all property owners are charged property rates.
- Prepare a monthly report of all properties transferred during the month and a list of customers who applied for pensioner's rebates.
- Verify new tariffs captured on the System as per The Council approved.
- Ensure the update of the property records with an extract from the Deeds Office for property transferred, consolidated/ and or subdivided.
- Monitor and verify Journals compiled by the subordinates.
- Disclosure of the list of all Municipal properties in the Financial Statement.
- Monitor and verify the Discount Applications from ratepayers.
- Ensure the clearance certificate to the Manager Revenue for approval to support the transfer and sale agreement.
- Monitor the implementation of the MPRA and Property Rates Policy and by-laws.
- Liaise with internal and external stakeholders such as the Planning Sub divided planning unit appointed Municipal Valuer and the Deeds records.
- Perform any lawful duties as may be delegated by Management.

3.3. CASHIER - POST LEVEL 08

Ref No: BTO/03/01/2024

Annual Salary: R255 842.87 – R290 636.93

Duration: Permanent

REQUIREMENTS

- Grade 12
- National Diploma in Accounting/Economics/Financial Management and Cost Accounting (NQF Level 6) or Relevant Qualification
- Excellent knowledge of MFMA, Municipal System Act and Municipal Property Rates Act
- Valid Driver's License
- Knowledge of Accounting and Cost control principles
- 2 years of working experience in a similar position.
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

- Communicate with the customer and attend to specific payments or sale inquiries.
- Provide information on tariffs for specific services.
- Calculate balances and explain transactional recordings and penalties.
- Provide information on specific services e.g. metered service cards, hall hiring tariffs.
- Collect and count payment tendered verifying the total against the amount due.
- Issue receipt reflecting the amount tendered and confirm recording with the customer.
- Seek identification, checks, and recordings and process cheque payments.
- Any other duties assigned from time to time by seniors in the municipality.
- Perform any lawful duties as may be delegated by Management.

3.4. SENIOR ACCOUNTING CLERK: BID ADMINISTRATION – POST LEVEL 08

Ref No: BTO/04/01/2024

Annual Salary: R255 842.87 – R290 636.93

Duration: Permanent

REQUIREMENTS

- Grade 12
- National Diploma in Supply Chain Management (NQF Level 6) or Relevant Qualification
- 2 years of relevant experience
- Valid Driver's License
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS

- Maintain the supply Chain database and attends to the application of related procedures
- Insert supplier details into fields and categorizing information against specific departments
- Setup quotations and forwarding to suppliers listed on the database
- Receive quotes and documentation in accordance with procedures, scheduling and attending the opening of quotations to the public and updating register
- Analyze and attend to the application of stock identification procedures
- Monitor the application of storekeeping procedures with respect to stock identification and rotation
- Execute applications associated with the procurement the procurement /purchasing of items within the prescribed limits.
- Communicate with suppliers, establishing the status of orders and expected delivery dates and /or prioritizing requirements for delivery in accordance with internal needs.
- Perform administrative recording, reporting and recordkeeping activities /tasks associated with stock movement and /or related supply chain.
- Balance stock ledger and stock on hand using physical count and transactional information and /or complete and processing journals detailing adjustments upon approval.
- Perform any lawful duties as may be delegated by Management.

3.5. ACCOUNTING CLERK: BILLING – POST LEVEL 08

Ref No: BTO/05/01/2024

Annual Salary: R255 842.87 – R290 636.93

Duration: Permanent

REQUIREMENTS

- Grade 12
- Diploma in Financial Management (NQF Level 6) or Relevant Qualification
- 2 years of relevant experience
- Valid Driver's License
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

- To render efficient billing

- Capture invoices and vouchers on the billing system
- Check the accuracy of the invoice and voucher
- Capture information on the master account.
- Capture advance and outstanding payments before billing.
- Render spot-checks on all accounts
- Assist in capturing journals.
- Capture approved journals on the system.
- Compile monthly journal reports and submit to the supervisor.
- Keep a register of approval journal.
- Assist with administration support.
- Attend to customer's statements and queries
- Distribute statements to customers via email or print statements for walk-in customers to follow up on outstanding payments.
- Perform any lawful duties as may be delegated by Management.

3.6. CHIEF ACCOUNTANT: ASSET MANAGEMENT AND VERIFICATION- POST LEVEL 04

Ref No: BTO/06/01/2024

Annual Salary: R463 455.63 – R475 111.82

Duration: Permanent

REQUIREMENTS

- Grade 12 Certificate
- B-Com Accounting (NQF Level 7) or Relevant Qualification
- Valid Driver's License
- An MFMA Certificate as per the competency requirement will be an added advantage
- 4 years of relevant experience in Asset Management
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS

- Responsible for compilations, maintenance and updating of Asset register.
- Prepare monthly ledger reconciliations to Assets register and Assets report.
- Provide supervisory services to the asset management section.
- Responsible for proper records management, assets
- Manage administration and utilization of municipal movable, immovable and biological assets.
- Prepare Asset procurement & capital Budgeting process.
- Prepare scheduled asset procurement needs and vehicles for disposal.

- Monitor and enforce the effective use of policies and procedures for fleet management.
- Analyze and develop productivity and operational reports.
- Monitor the development specifications for vehicles, equipment, supplies and materials.
- Perform any lawful duties as may be delegated by Management.
- Plan, develop and execute a vehicle and equipment replacement schedule. Perform any lawful duties as may be delegated by Management.
- Reviewing/processing purchase requisitions for parts and supplies; reviewing vendor bid responses for tools, equipment, parts, and services; monitoring expenditures.
- Directs the implementation of specific procedures, systems and controls associated with the key functional areas.
- Perform any lawful duties as may be delegated by Management.

3.7. CHIEF ACCOUNTANT: FINANCIAL PLANNING, POST LEVEL 04

Ref No: BTO/07/01/2024

Annual Salary: R463 455.63 – R475 111.82

Duration: Permanent

REQUIREMENTS

- Grade 12 Certificate
- B-Com Accounting (NQF Level 7) or Relevant Qualifications
- Valid Driver's License
- MFMA Certificate as per the competency requirement will be an added advantage
- 4 years of relevant experience in middle management.
- Preparedness to be subject to security clearance.

KEY PERFORMANCE AREAS

- Prepare annual budgets and periodic forecasts as well as long-term rolling plans.
- Render Financial and budget reform support function.
- Liaise with all departments to ensure that budget adjustments are made in accordance with program changes.
- Monitor daily activities for accounting, account payables and cost accounting.
- Assist the Departments with the procedural requirements for accessing, utilizing and administering internal and external funding.
- Monitor the preparations and distribution of internal financial statements and reports.
- Review and monitor the investment register monthly.
- Develop and review policies and procedures over the financial reporting process.
- Review bank reconciliation monthly.

- Manage both cash book and bank accounts.
- Manage and update the grants reconciliation monthly.
- Perform any lawful duties as may be delegated by Management.

3.8. SENIOR ACCOUNTANT: PAYROLL - POST LEVEL 05

Ref No: BTO/08/01/2024

Annual Salary: R409 467.24 – R451 973.94

Duration: Permanent

REQUIREMENTS:

- Grade 12 Certificate
- B-Com Accounting (NQF level 7) or Relevant Qualification
- Valid Driver's License
- MFMA Certificate as per the competency requirement will be an added advantage.
- 3- 4 years relevant experience in middle management.
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS:

- Maintain and /or adjust associated payroll meters /fields on the system with regard to statutory deductions, rates of pay, transfer.
- Capture employee and councillor's benefits.
- Prepare extract and validate payroll reports and proceed with respect to the printing of payslips upon approval.
- Attend payment of benefit allowances, completing bank deposit instructions and/or posting of payment notification/advice/ non-negotiable cheques.
- Reconcile statutory payments, deductions and allowances and attend to the preparation and circulation of tax certificates.
- Activate and process journal entries to reflect the adjustment of salary and benefits account upon approval.
- Perform payroll administration.
- Perform any lawful duties as may be delegated by Management.

3.9. ACCOUNTING CLERK – STORES MANAGEMENT POST LEVEL 09

Ref No: BTO/09/01/2024

Annual Salary: R224 433.98 – R250 642.95

Duration: Permanent

REQUIREMENTS

- Grade 12
- National Diploma Accounting or Financial Management (NQF Level 6) or Equivalent TVET
- Valid Driver's License
- 1-year relevant experience
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS

- Assist in implementing cost-effective methods of acquiring goods and services for the community in a fair and transparent manner.
- Receive goods by checking the goods against the order and delivery Notes to ensure completeness.
- Process Goods Receiving Notes on the Financial System to update Stock levels
- Register all requisitions submitted by the department in the Register for future reference.
- Register Goods Vouchers, orders, Invoices, CIPRO Certificates, checklists, Delivery Notes, Tax Clearance and BEE Certificates in the register and submit them to the Creditors Section for payments.
- Perform regular stock-taking to detect shortages and surpluses and make necessary adjustments to balance the stock.
- Identify impaired and slow-moving stock items and report to Management for write-offs.
- Attend to queries relating to stock items and produce or generate reports on the Financial System.
- Process all stock requisitions on the Financial System before any stock is issued by the Store man.
- Control the key performance areas and critical inputs and outputs of goods or services within the municipality by,
- Implementation of Supply Chain Policy, other Procurement policies, MFMA, National and Provincial Regulations and circulars.
- Ensure that the store is kept neat and clean at all times by the Storeman and ensure that stock items are kept in a safe environment in terms of safety regulations.
- Perform any lawful duties as may be delegated by Management.

3.10. STOREMAN – POST LEVEL 12

Ref No: BTO/10/01/2024

Annual Salary: R163 710.12 – R178 542.09

Duration: Permanent

REQUIREMENTS

- Grade 12 or Relevant
- 0-12 months relevant experience
- Valid Driver's License
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS

- Control of incoming and outgoing stock items
- Receive all goods delivered at the store and sign delivery notes.
- Inform the Asset Management Unit if goods received are Assets for bar-coding and recording on the Asset Register.
- Issue all stock items after the stock requisition has been processed on the Financial System.
- Control movements of stock items within the stores.
- Report all stock items which are below minimum levels.
- Check maximum and minimum stock levels.
- Ensure that the stores are locked at all times.
- Be responsible for standby duties.
- Self-development by performing other duties as directed by seniors.
- Perform any other tasks that are delegated by higher authorities.

3.11. SNR ACCOUNTANT: ASSETS MANAGEMENT AND VERIFICATION - PL 05

Ref No: BTO/11/01/2024

Annual Salary: R409 467.24 – R451 973.93

Duration: Permanent

REQUIREMENTS

- Grade 12
- B-Degree in Commerce /Financial Management(NQF Level 7) or Relevant Qualification
- MFMA certificate will be an added advantage.
- Code B Driver's License
- 5 years experience in asset management with at least 3 years in a supervisory position
- Preparedness to be subjected to security clearance processes.

KEY PERFORMANCES AREAS

- Manage registers and records of assets transactional processes, documentation, instructions and correspondence.
- Manage updated files with current and relevant information pertaining to the asset administrative activities
- Manage the status of records associated with movable assets.
- Prepare motivation for write-off and sale through an auction or other prescribed means of disposal.
- Deal with asset planning including the assessment of existing movable assets and planned acquisition.
- Evaluate movable asset performance.
- Implement the operations and safeguarding of assets.
- Manage and control the movement of assets.
- Develop and review an asset management replacement plan.
- Evaluate the performance of existing assets in terms of their capacity to support service delivery;
- Establish which assets are surplus to requirements or require refurbishment to bring them up to the required standard; and
- Develop an asset strategy, comprising an acquisition, operation and disposal plan.
- Oversee effectiveness and efficiency of daily operations
- Verify the reliability of internal and external financial and non-financial reporting
- Compliance with applicable laws and regulations with regard to asset management.
- Define the asset and the level to which it is to be maintained, consistent with the role that the asset will play in the delivery of services;
- Describe the systems and procedures to be used to plan and manage the maintenance work.
- Indicates any requirements for in-house plant, equipment or spare parts.

3.12. ASSISTANT ACCOUNTING CLERK: FLEET INSPECTION – POST LEVEL 10

Ref No: BTO/12/01/2024

Annual Salary: R199 620.96 – R220 595.11

Duration: Permanent

REQUIREMENTS

- Grade 12
- National Diploma in Logistics/ Transport Management(NQF Level 6) or Relevant Qualification
- Valid Driver's License
- 1-2 years relevant experience in fleet/Transport Management
- Preparedness to be subjected to security clearance processes.

KEY PERFORMANCES AREAS

- Compile registers and access records of payment transactional processes, documentation, instructions and correspondence.
- Complete electronic backup of fleet information.
- Update files with current and relevant information about the Fleet's administrative activities.
- Facilitate the repair and maintenance operation for all municipal vehicles,
- Facilitate vehicle Inspection in preparation of a report.
- Give inputs to the need and benefits of out-sourcing vehicle repairs or services
- Liaise with commercial vendors to negotiate and establish repair costs or parts pricing
- Facilitate the servicing of vehicles as per schedules in their maintenance life books
- Maintain repair requirements and replacement times of vehicles
- To ensure that fleet and facility services are managed in an effective and efficient manner
- Facilitate the usage of municipal fueling facilities.
- Give inputs on the operational reports.
- Develop specifications for vehicles, equipment, supplies and materials.
- Facilitate the execution of vehicle and equipment replacement schedules.
- Compile requisitions for parts and supplies; review vendor bid responses for tools, equipment, parts and services; monitor expenditures.
- Input financial/budget reports for preparation of the yearly operating budget.

3.13. SNR CLERK: BAR CODING AND VERIFICATIONS – POST LEVEL 08

Ref No: BTO/13/01/2024

Annual Salary: R255 842.87 – R290 636.93

Duration: Permanent

REQUIREMENTS

- Grade 12
- National Diploma in Financial Management or Relevant Qualification
- Valid Driver's License
- 1 year relevant experience
- Preparedness to be subjected to security clearance processes.

KEY PERFORMANCES AREAS

- Reference source documentation, reports and/ or instructions using alpha-numeric sequential codes.

- Update files inserting current and relevant information.
- Retrieve supporting documents and records to facilitate and support query resolution.
- Identify stationery needs for the organisation by observation or by obtaining inputs from other employees.
- Complete requisition forms for stationery for approval by the supervisor.
- Safeguarding original documents and making photocopies when needed.
- Coordinate the repair and maintenance of office equipment and also monitor the use of office equipment
- Compile monthly reports
- Visit all offices and infrastructure to record and verify assets.
- Update office Inventories
- Ensure the relevant incumbents sign off the register of ownership of the asset
- Verify asset recording processes referring to supporting documentation.
- Check stock level, count and record stock items on schedule.
- Prepare reports on the disposal of damaged/obsolete assets and attending to the removal or return of such items
- Perform any other tasks that are delegated by higher authorities.

3.14. SNR ACCOUNTANT: FINANCIAL PLANNING & REPORTING – PL 05

Ref No: BTO/14/01/2024

Annual Salary: R409 467.24 – R451 973.93

Duration: Permanent

REQUIREMENTS

- Grade 12
- Bachelor's Degree in Accounting /Commerce (NQF Level 07) or Equivalent Qualifications
- MFMA Certificate will be an added advantage.
- Code B Driver's License
- 5 years' experience in a local government environment of which 3 should be at a supervisory level.
- Preparedness to be subjected to security clearance processes.

KEY PERFORMANCE AREAS.

- Preparation of financial statements in accordance with the GRAP (monthly, quarterly, annually)
- Support the finance department in both external and internal financial reporting activities, applying knowledge of financial statements and disclosures, GRAP, internal reporting and analysis, and business processes to create accurate and meaningful deliverables.
- Responsible for the collection, interpretation, aggregation, evaluation and reporting of financial data.
- Reviews data included in financial reports for clerical accuracy and completeness.

- Assists management reporting efforts in the preparation, analysis and presentation of internal financial and non-financial measures.
- Prepares regular financial forecasts, financial projections, management reports, financial models and various financial issues.
- Supports budget and reporting division with reporting audits, including external audit
- Develops and implements process improvements to ensure data management collection methodologies are efficient.
- Regular review of financial transactions and votes to ensure the integrity of financial data
- Assist internal and external auditors ensuring that all matters raised by these auditors in queries, management letters and audit reports are addressed
- Communicate with key stakeholders on their needs and resolve and respond to their queries.
- Attend meetings within the departments and with the Council.
- Schedule and monitor month-end and year-end procedures to ensure reporting takes place as prescribed in terms of legislation and guidelines.

3.15. ACCOUNTANT CREDIT CONTROL - POST LEVEL 06

Ref No: BTO/15/01/2024

Annual Salary: R361 586.13 – R399 311.70

Duration: Permanent

REQUIREMENTS

- Grade 12
- National Diploma in Accounting or (NQF Level 6) or Relevant Qualification
- Valid Driver's License
- 3-4 years relevant experience
- Preparedness to be subjected to security clearance processes.

KEY PERFORMANCE AREAS.

- Analysing and approving revenue recording processes referring to information detailed in supporting documentation and resolving deviations from procedures.
- Providing support with regard to the consolidation of Income transactional information to facilitate the production of Financial Statements.
- Performing of Credit Control & Debt Collection duties in accordance with laid down Credit Control & Debt Collection legislation, policies and procedures,
- Communicating with respective internal and external role players
- Coordinate and control Management Information Systems of the Section
- Ensure effective and efficient implementation of the Credit Control & Debt Collection policy of the Council

- Advise and report to the Council with regard to special debt collection initiatives
- Responsible for the Performance Management of debt collection ratios and targets
- Control write-off and debt collection processes in accordance with laid down procedures and policy
- Co-ordinates and controls tasks/activities associated with controlling personnel performance, productivity and discipline
- Responsible for Indigent management
- Coordinate and control procedural administrative requirements, record keeping and reporting deadlines associated with the functionality
- Perform any lawful duties as may be delegated by Management.

3.16. CHIEF ACCOUNTANT: FINANCIAL CONTROL & EXPENDITURE – PL 04

Ref No: BTO/16/01/2024

Annual Salary: R463 455.63 – R475 111.82

Duration: Permanent

REQUIREMENTS

- Grade 12
- BCompt or Bcom Degree in Accounting or relevant qualifications (NQF level 07)
- Computer literacy
- Code B Driver's License
- Five (5) years' relevant experience with at least 3 years in middle management or supervisory level
- An MFMA Certificate will be an added advantage
- Preparedness to be subjected to a security clearance

KEYPERFORMANCE AREAS:

- Develop and manage an annual budget for the division, and prepare and submit budget adjustments
- Monitor the utilization of budget to ensure that expenditure is effectively managed and efficiently deployed within the timeframes
- Produce reports on budget spending in relation to expenditure, deviations from the operational implementation of the division's budget, and submissions for payment of service providers.
- Approve and monitor the procurement process for the section for the procurement of service providers according to stipulated financial parameters and technical specifications
- Manage review of payment vouchers to ensure correctness and complete and approve vouchers
- Monitor review of correctness and capturing of payroll data prior uploading on the system
- Review monthly creditors reconciliations to ensure that all outstanding amounts are paid.
- Monitor the timeous payment of creditors within stipulated time frame
- Produce creditor reports for submission to the CFO incorporating both creditor age analysis and creditors reconciliation
- Manage petty cash in accordance with Financial Policy and procedures
- Manage VAT, preparation of tax year reconciliation and ensure compliance in respect of SARS returns submission.

4. DEPARTMENT: TECHNICAL SERVICES

4.1. CHIEF ELECTRICAL ENGINEER: ELECTRICAL (CONTRACT)

Ref No: TS/01/01/2024

Salary Negotiable

Duration: Five (5) Years

REQUIREMENTS

- Grade 12 Certificate
- BSc Engineering: Electrical/B-Tech: Electrical (NQF level 7)
- Minimum of Five (5) years experience in a Senior/Managerial position
- Government Certificate of Competency
- ECSA registration
- Valid Driver's License.
- MFMA certificate will be an added advantage.
- Preparedness to be subjected to security clearance.

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 in order 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 Human resources and administrative activities to ensure the development and utilization of resources
- Perform client service functions to ensure continuous service delivery
- Maintain and monitor the electrical network.
- Perform any lawful duties as may be delegated by Management.

4.2. ARTISAN PLUMBER – POST LEVEL 07

Ref No: TS/02/01/2024

Basic Salary: R304 072.96 – R352 826.54 Per Annum

Duration: Permanent

REQUIREMENT

- N3 Certificate in Civil Engineering
- Trade test certificate in Plumbing
- Valid Driver's License
- Two (2) years relevant work experience
- Preparedness to be subjected to security clearance

KEY PERFORMANCES

- Monitor, repair and maintain water and sanitation infrastructure within the municipal water and waste reticulation network.
- Install and repair sinks, and maintain underground storm sanitary and water piping and control.
- Install and repair sinks, and maintain water sinks, tubs and toilets
- Install, repair and maintain water heaters and heaters and conditioners.
- Operate water system.
- Make repairs to water main lines, network systems, values and hydrants.
- Apply sound knowledge of the Municipality's water system to help coordinate water projects with engineers and contractors.
- Plan and control resources.
- Planned, prioritised and scheduled water and sanitation services maintenance work by communicating with the immediate superior and establishing technical details/specifications and requirements for specific projects and related maintenance works.

- Ensure all requirements as specified by the manufacturer of the system and fixtures are met.
- Ensure all installations, repairs and maintenance are properly sized, aligned, supported and graded.
- Respond to urgent/unscheduled work requests, allocate resources and provide direction/guidance on requirements to subordinates.
- Supervise and control tasks/activities associated with monitoring personnel performance, productivity and discipline by ensuring that the tasks given by the supervisor are completed within a reasonable time.
- Account for the materials and equipment taken from stores to the site Perform any lawful duties as may be delegated by Management.
- Ensure that the team wears protective clothing at all times.
- Perform any lawful duties as may be delegated by Management.

4.3. PAINTER – POST LEVEL 07

Ref No: TS/03/01/2024

Annual Salary: R304 072.96 – R352 826.54

Duration: Permanent

REQUIREMENTS

- N3 Certificate in Civil Engineering
- Trade Test Certificate in Painting
- 2 years of relevant experience
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

- Coordinate activities and sequences associated with maintaining the functionality of painting
- Check the status of structure driven mechanism and communicate any malfunction to the immediate supervisor
- Facilitate maintenance and Repair of municipal buildings
- Detect needed repairs on buildings, grounds, and equipment by following established inspection procedures
- Fill nail holes, cracks, and joints with putty, plaster, or other filler
- Tape, float, and texture walls and ceilings
- Select premixed paints or mix required portions of pigment, oil and thinning and drying substance to prepare paint to match specified colours
- Erect scaffolding or set up a ladder to perform tasks above ground level
- Perform any lawful duties as may be delegated by Management.

4.4. WELDER – POST LEVEL 07

Ref No: TS/04/01/2024

Annual Salary: R304 072.96 – R352 826.54

Duration: Permanent

REQUIREMENTS

- N3 in Civil engineering or Relevant Qualification
- Trade test certificate in welding
- 2 years of relevant experience
- Preparedness to be subject to security clearance

KEY PERFORMANCE AREAS

- Stops and workpiece jig and operate radial drilling machines
- Undertake various types of welding techniques including TIG welding, oxy-fuel welding and arc welding
- Undertake flame cutting of materials
- Act and work in an efficient and safety-conscious manner
- Undertake the manufacturing and fabrication of repetitive production welding work.
- Measuring and cutting materials to specifications
- Checking finished work to ensure that it falls within the tolerances marked on the blueprints

4.5. ARTISAN FITTER AND TURNER – POST LEVEL 07

Ref No: TS/05/01/2024

Annual Salary: R304 072.96 – R352 826.54

Duration: Permanent

REQUIREMENTS

- N3 certificate in Mechanical Fitting or Relevant Qualification
- 2 Years relevant experience
- Trade test certificate in fitter and turner
- Valid Driver's License
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

- Coordinates activities associated with the fitting /mechanical maintenance and repair of water and sewer plants boreholes and booster pumps
- Interact with stores and check allocated components and materials against job cards before commencing with loading.
- check gear drives couplers bearings and operating devices and/or replace defective supervisor.
- Remove and replace gaskets, seals v-belts, and bearings and adjust settings to manufacture specification
- Clean and /or replace shafts, pumps and motors and/or replace hose clamps, bolts nuts and protective covers
- Test equipment to assess operating functionality and safety
- Coordinates activities/ sequences associated with troubleshooting/fault finding and repairing mechanical breakdown.
- Clean and remove blockages or other forms of debris from inlets /outlets restricting flow fluid/ lubricants to movable parts and executing the necessary adjustment and setting sequences.
- Complete internal transactional documentation (e.g. timesheet, log sheet, progress and productivity report.
- Perform any lawful duties as may be delegated by Management.

4.6. METER READER – POST LEVEL 10 (X5)

Ref No: TS/06/01/2024

Annual Salary: R199 620.96 – R220 595.11

Duration: Permanent

REQUIREMENTS

- Grade 12
- Valid Driver's License
- 01 year of working relevant experience
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS

- Record meter readings to ensure how much water and electricity used.
- Capture the actual readings from water meters.
- Capture the actual readings on a handheld terminal.
- Reset all maximum demand meters after taking down the reading.
- Check tempered meters.

- Compile a report on tempered and damaged meters.
- Retrieve supporting documents and records to facilitate and support query resolution.
- Compile monthly reports.

4.7. DRIVER - POST LEVEL 12

Ref No: TS/07/01/04

Annual Salary: R163 710.72 – R178 542.09

Duration: Permanent

REQUIREMENTS

- Grade 10/N1 (NQF level 2)
- Driver's License Code C1 plus PDP
- 2 Years of relevant experience
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS

- Perform driving activities at the Depot and worksite before and on completion of allocated maintenance assignments.
- Performs specific tasks associated with the operation of heavy specialised mechanical plant eg. Grader,
- Receive instructions from the immediate supervisor and/or communicate with the Depot Clerk to establish details of tasks (vehicle, materials and personnel)
- Inspect safety devices, controls, lubricant levels, etc on vehicles/heavy plant and report defects to the immediate superior
- Observe and /or participate in the loading/offloading sequences of material and equipment and correcting deviations from safety procedures
- Transport personnel, material and equipment to/ from specific locations.
- Complete internal transactions e.g. tally sheets, log sheets, progress reports etc.
- Perform any other tasks that are delegated by higher authorities

4.8. ELECTRICIAN – POST LEVEL 07

Ref No: TS/08/01/2024

Annual Salary: R304 072.96 – R352 826.54

Duration: Permanent

REQUIREMENTS

- Grade 12 or NTC 4
- National Diploma in Electrical Engineering (TVET)
- Trade test Certificate in Electrical
- Two (2) years of relevant working experience
- Code C1 Driver's License

- An Operation Regulation for High Voltage System ORHVS and HV Certificate will be an added advantage.
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS:

- Coordinate and control the set-up, work in progress and completion of specialised task activities associated with medium-/low-voltage electrical installations, maintenance and repair, including the monitoring and correction of support staff's productivity and performance, and attend to routines/general administrative recording requirements that contribute to the accomplishment of department objectives.
- Interpret and coordinate specific pre-work/site requirements with regard to the installation of personnel.
- Complete internal transactional documentation (e.g. time sheets, log sheets, progress and productive field reports, etc.) and related forms (vehicles and tools checklist)
- Perform specific tasks associated with the operation of heavy and/or specialised vehicles and equipment (crane trucks, streetlight maintenance trucks, etc.), during electrical installation, repair and maintenance activities.
- Coordinate activities associated with the construction and installation of medium-/low-voltage electrical networks.
- Coordinate activities and sequences associated with troubleshooting/fault-finding and the repair of medium-/low-voltage reticulation and electrical systems.

4.9. ARTISAN ASSISTANT: ELECTRICAL – POST LEVEL 12 (X3)

Ref No: TS/09/01/04

Annual Salary: R163 710.72 – R178 542.09

Duration: Permanent

REQUIREMENTS

- Grade 10/NQF Level 1
- Certificate in Electrical
- 1-2 years relevant experience
- Preparedness to be subjected to security clearance

KEY PERFORMANCES AREAS

- Performs specific activities supporting the immediate superior during minor and major works during major installations, maintenance and repair works.
- Attending to the preparation of the site, laying of cables, and removing and replacing components on isolated circuits.
- Conducting and reporting load test outcomes.
- Removing debris/rubble etc from worksites.
- Perform any other tasks that are delegated by higher authorities.

5. DEPARTMENT: COMMUNITY AND SOCIAL SERVICES

5.1. **MANAGER: TRAFFIC AND LICENSING – POST LEVEL 03 (RE-ADVERT)**

Ref No: CSS/01/01/23

Basic Salary: R487 047.19 Per Annum (Fixed)

Duration: Permanent

REQUIREMENTS

- Grade 12 Certificate
- Valid Driver License
- Degree/B-Tech in Traffic and Metro Policing/Traffic Safety Management or Relevant Qualification (NQF 7)
- Diploma in Traffic Officer
- Registered as a Traffic Officer (DOT)
- Certificate in Examiner of Vehicles Grade A
- Certificates as Examiner for Driver's Licenses Grade A
- Institute of Licensing Officers will be an advantage
- 3-5 years relevant experience as a Traffic Officer, of which 02 years should be at middle management.
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS

- Plan, manage, control, supervise and execute all law enforcement activities to 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 in a coordinated way to the advantage of the community
- Plans and manages 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 the executing, controlling and evaluating of all the following functions using IDP/PMS reporting to ensure work progress.
- Plans and manages utilisation of resources to perform activities to allow equal and proper usage of resources for service delivery in all areas.

5.2. **REFUSE COMPACTOR - POST LEVEL 11**

Ref No: CSS/02/01/2024

Annual Salary: R181 787.67 – R193 234.47

Duration: Permanent

REQUIREMENTS

- Grade 9 (NQF Level 01)
- Driver's License Code EC with DPP
- 1 year relevant experience
- Knowledge of machinery and operation of equipment
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

- Operate a waste removal vehicle safety and efficiently
- Monitor vehicle condition and recondition record malfunctioning items and damages and report to the supervisor
- Check requirements prior to the departure from locations and /or correct deviations from safety procedures
- Observe the personnel in the loading/ offloading sequence of items and tools (refuse bags)
- Interact and provide materials to support personnel.
- Perform any lawful duties as may be delegated by Management.

5.3. MUNICIPAL LAW ENFORCEMENT OFFICER – POST LEVEL 07 (X4)

Ref No: CSS/03/01/2024

Annual Salary: R304 072.96 – R352 826.54

Duration: Permanent

REQUIREMENTS:

- Grade 12
- Diploma in Municipal Law Enforcement/Municipal Policing/Military Police Security Management/Policing or Relevant Qualification.
- Basic First Aid
- Proficiency in the handling and use of firearms in terms of Firearms Control Act 200.
- Code EB Driving License added advantage.
- 2 years relevant experience in Law Enforcement.
- Proficiency in Analysing and implementing Council by-laws.
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

- Perform and execute activities associated with maintaining law, order and Safety in the B-Phalaborwa area of jurisdiction.
- Apply laid-down policing, protection, and crowd control in the execution of duties in line with the vested powers in terms of the Criminal Procedure Act.
- Act against the contravention of the Municipal By-laws and Regulations and other relevant legislation.

- Prevent crime and identify and protect areas where public safety is threatened on municipal premises and installation.
- Issue warnings, fines and effecting arrests to ensure the safety of members of the public and Council property.
- Perform any lawful duties as may be delegated by Management.

5.4. SENIOR CLERICAL ASSISTANT - POST LEVEL 08

Ref No: CSS/04/01/2024

Annual Salary: R255 842.87 – R290 636.93

Duration: Permanent

REQUIREMENTS:

- Grade 12
- Registered Natis Operator
- Computer Literacy
- Ability to work accurately with large amounts of money
- 2 years of relevant experience
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS:

- Serve as a Natis operator and cashier under all the tasks allocated to a registering authority
- comply with all legal prescripts as contained in legislation and procedures as well as the operation of the Municipal computer for the receipt of funds Processing Natis system transactions and collecting fees
- Ensure service is rendered to the public at all times
- Ensure that all different types of transactions are done
- Ensure that the balancing of all transactions is done
- Operate the electronic receipt computer system
- Handle incoming mail in the postal register
- File all relevant documents for reference
- Ensure service is rendered accordingly.
- Treat customers with respect
- Ensure that the counter is always attended to
- Attend to the enquiries of the public.
- Perform any lawful duties as may be delegated by Management.

5.5. SPECIALIZED OPERATOR – POST LEVEL 11

Ref No: CSS/05/01/2024

Annual Salary: R181 787.67 – R193 234.47

Duration: Permanent

REQUIREMENTS

- SAQA Certificate in Operating TLB or equivalent
- First Aid and Safety
- EC1 Driver's License with PDP
- 01 year experience working as an operator
- Preparedness to be subjected to security clearance.

KEY PERFORMANCE AREAS

- Operate heavy specialised mechanical plant e.g grader, front end loader, crane truck, bulldozer and heavy vehicles like trucks, water trucks etc
- Drive and manoeuvre heavy mechanical plan and engaging controls to operate mechanisms to enable digging, loading, grading and levelling sequences
- Control the utilization of materials (sand, stone, crusher run etc) and discharge/offload required quantities of materials for repair or reconstruction work.
- Observe and or participate in the loading/offloading sequences of material and equipment and correct deviations from safety procedures.
- Transport material/equipment to worksites and operate heavy mechanical plant or specialised vehicle during roads and stormwater maintenance.
- Perform any lawful duties as may be delegated by Management.

5.6. TRACTOR DRIVER - POST LEVEL 12 (X2)

Ref No: CSS/06/01/2024

Annual Salary: R163 710.72 – R178 542.09

Duration: Permanent

REQUIREMENTS

- Grade 07
- Driver's License Code EC1 with PDP
- 01 year experience
- Preparedness to be subjected to security clearance

KEY PERFORMANCE AREAS

- To operate/drive a tractor/ vehicle
- Maintains machinery, equipment and tools to ensure the safekeeping and working condition
- Performs driver activities
- Transport machinery, equipment and people to and from the workplace
- Inspecting equipment and tools used to identify defects
- Completing log sheets to report on vehicle usage and fuel consumption.
- Perform any lawful duties as may be delegated by Management.

6. DEPARTMENT: PLANNING AND DEVELOPMENT

6.8. SENIOR IDP OFFICER – POST LEVEL 05

Ref No: PD/01/01/2024

Annual Salary: Annual Salary: R409 467.24 – R451 973.93

Duration: Permanent

REQUIREMENTS

- Grade 12
- B-Degree in Development Studies (NQF Level 07) or Relevant Qualification
- Valid Driver's License
- 5 years relevant experience with at least 3 years in a middle management position.
- Preparedness to be subjected to security clearance processes.

KEY PERFORMANCES AREAS

- Provide inputs and generate aspects that should be included in the organisational strategic plan (IDP) during the IDP Review process and development of Institutional, Departmental and Divisional Scorecards and submit to the Head of Division.
- Provide inputs in the designing of the divisional vision.
- Provide inputs in the development of action plans based on operational objectives and strategies developed through the divisional visionary development process.
- Communicate vision and strategy and progress on action plans to customers.
- Draft articles for the internal newsletter/ press via the Communication Section.
- Ensure that monitoring systems exist to track progress on the implementation of action plans.
- Identify deviations and implement corrective action when necessary.
- Compile draft reports on divisional activities and progress in terms of action plans for consideration by the Head of Division and Council through monthly reports and EXCO items.
- Participate in local, district, provincial and public meetings and committees.
- Compile terms of reference for annual and ad-hoc tenders
- Provide inputs in terms of the technical aspects of contracts or tenders allocated by assessing proposals and recommending preferred service provider
- Discuss and meet with contractors and consultants to ensure all aspects of the contract are adhered to.
- Perform quality control inspections to ensure all aspects of the contract are adhered to.
- Certifying payments of accounts in line with company policies and procedures and keeping records of payments made, outstanding etc.
- Writing progress reports to report on the progress of activities.
- Monitoring time and material utilisation to ensure minimum waste and efficiency.
Perform any lawful duties as may be delegated by Management.

6.9. LAND USE INSPECTOR – POST LEVEL 06

Ref No: PD/02/01/2024

Annual Salary: R361 586.13 – R399 311.70

Duration: Permanent

REQUIREMENTS

- Grade 12
- National Diploma in Town and Regional Planning (NQF Level 06) or Relevant Qualification
- Registration as a candidate or any other level with SACPLAN is an added advantage.
- Valid driver's license
- 2-3 years relevant experience at the municipal level or any Town Planning firm.
- Preparedness to be subjected to security clearance processes.

KEY PERFORMANCES AREAS

- Assess all land applications.
- Categorise land applications in terms of SPLUMA requirements.
- Capture all applications in the land use register.
- Circulating applications to internal departments for comments.
- Coordinating internal meetings.
- Compiling documents for future reference.
- Deals with category 2 and 4 applications in terms of the SPLUM By-Law of the municipality.
- Advise clients on correct procedures for preparing applications in terms of SPLUM By-Law.
- Conduct inspections on all land uses within the boundaries of the municipality.
- Write reports about the findings on inspected land uses.
- Make recommendations and comments to the municipality and clients on what must be done on the inspected properties.
- Prepare amendment scheme numbers for the proposed rezoning applications.
- Facilitate public participation processes for applications received.
- Manage land uses in the proclaimed areas.
- Coordinate the repair and maintenance of office equipment and also monitor the use of office equipment.
- Compile monthly reports.
- Perform any lawful duties as may be delegated by Management.

6.10. SNR ADMIN CLERK: LAND USE – POST LEVEL 08

Ref No: PD/03/01/2024

Annual Salary: R255 842.95 – R290 636.93

Duration: Permanent

REQUIREMENTS

- Grade 12
- National Diploma in Town and Regional Planning/Land Use or Relevant Qualification (NQF level 06)
- 1-2 years relevant experience
- Preparedness to be subjected to security clearance processes

KEY PERFORMANCES AREAS

- Coordinate all land use management matters.
- Liaise with all land-related stakeholders.
- Coordinate and process land use applications.
- Evaluate and approve site development plans/building plans.
- provide assistance and support to the divisional manager and perform any other reasonable tasks.
- Perform any lawful duties as may be delegated by Management.

6.11. PROPERTY SURVEYING ASSISTANT - POST LEVEL 13

Ref No: PD/04/01/2024

Annual Salary: R148 319.77 – R160 743.72

Duration: Permanent

REQUIREMENTS

- Grade 12
- Valid driver's license
- 0-12 months relevant experience
- Necessary knowledge of what is expected from the position
- Preparedness to be subjected to security clearance processes

KEY PERFORMANCES AREAS

- Direct or conduct surveys in order to establish legal boundaries for properties, based on legal deeds and titles.
- Record the results of surveys, including the shape, contour, location, elevation, and dimensions of land or land features.
- Calculate heights, depths, relative positions, property lines, and other characteristics of terrain.

- Prepare or supervise the preparation of all data, charts, plots, maps, records, and documents related to surveys.
- Write descriptions of property boundary surveys for use in deeds, leases, or other legal documents.
- Plan and conduct ground surveys designed to establish baselines, elevations, and other geodetic measurements.
- Search legal records, survey records, and land titles in order to obtain information about property boundaries in areas to be surveyed.
- Coordinate findings with the work of engineering and architectural personnel, clients, and others concerned with projects.
- Adjust surveying instruments in order to maintain their accuracy.
- Establish fixed points for use in making maps, using geodetic and engineering instruments.
- Determine longitudes and latitudes of important features and boundaries in survey areas, using theodolites, transits, levels, and satellite-based global positioning systems (GPS).
- Perform any lawful duties as may be delegated by Management.

NB. Faxed, or emailed , Z83 forms and applications documents will not be accepted.

All applications must be accompanied by an application form which can be downloaded to (<http://www.phalaborwa.gov.za>), CV, ID Copy, Qualifications and Valid Driver's License should be forwarded to: The Municipal Manager, Ba-Phalaborwa Local Municipality, Private Bag x01020, **PHALABORWA**, 1390 or hand delivered to Office No. H29 at Civic Centre and Mandela Drive. Enquiries can be directed to Human Resources Management 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 Councilors and/or Senior Official for preference will be disqualified immediately from selection or any appointment. Short-listed applications will be screened for criminal records and/or pending criminal cases and their qualifications will be verified.

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

CLOSING DATE: 29 FEBRUARY 2024 at 16H00


DR. PILUSA KKL
MUNICIPAL MANAGER

08/02/2024
DATE