



Bojanala Platinum District Municipality

Bojanala Platinum District Municipality has vacancies for suitably qualified, highly motivated and dynamic persons to perform functions in the directorate of the Municipality. Apart from specific skills for positions, it will be expected of the applicant to have knowledge of Corporate Governance Principles, Local Government and other Government Spheres as well as interpretation of all relevant legislation, ordinances and regulations as well as Batho Pele Principles.

EXTERNAL VACANCIES

1. OFFICE OF THE MUNICIPAL MANAGER

1.1 MANAGER: REGIONAL PLANNING (Five years fixed term contract)

All inclusive annual salary package: R588 874.00

Key Responsibilities

- Initiate and manage Land Use programmes
- Provide support to Local Municipalities by ensuring that they generally administer their Council's Town Planning Scheme
- Undertake various special projects, feasibility studies, and other associated planning.

Qualification, Knowledge and Skills requirements:

- Grade 12 certificate
- Degree or Diploma in Town and Regional Planning
- 3 years experience Town Planning experience
- Registration or eligible to register with South African Council of Town Planners
- Advanced computer literacy and skills.
- Attention to detail, planning and organizing skills
- Valid EB (code 8) driver's license

1.2 LEGAL SERVICES OFFICER

SALARY: R222 216.00

Key Responsibilities

- Perform the following responsibilities regarding legal documents:
 - Drafting and typing
 - Confirming legality and correctness of all legal documents before signature
 - Assisting in drafting / amending and promulgation of by-laws and Official Notices
- Legal Action:
 - Drafting and typing instructions to attorneys
 - Consultation with witnesses
 - Drafting affidavits
 - Monitoring of progress
- Attending meetings with attorneys, Council officials and third parties involved- inspections in loco
- Initiate and/or defend Council in Disciplinary procedures :

Qualifications and experience:

- GRADE 12 Certificate
- Bachelor of Laws (LLB)
- At least 02 years experience in an executive secretarial service to senior levels within an organization.
- Attention to detail
- Planning and organizing skills
- Interpretation of statute
- Communication skills (verbal and written)
- Advanced computer literacy
- Clerical and administration skills
- Time management

1.3 EXECUTIVE SECRETARY TO THE MUNICIPAL MANAGER (Five years fixed term contract)

All inclusive annual salary package: R337 831.00

Key responsibilities:

- Provides administrative, secretarial and personal assistant services to the Municipal Manager.
- Manages the time and diary commitments of the Municipal Manager.
- Screens and manages all telephone calls.
- Required to deal with high level and confidential correspondence.
- May be required to accompany and attend meetings with the Municipal Manager.
- Follow up on tasks and commitments of the Municipal Manager.
- Assist in the management of the reception desk of the Office of the Municipal Manager.
- Required to assist in the provision of an office management service/function to the Office of the Municipal Manager.
- Manages the event management of the Office of the Municipal Manager.
- May be required to assist the Manager: Office of the Municipal Manager in office functions and ensure properly planned logistics.
- Performs additional duties on ad hoc basis as requested by the Municipal Manager.

Qualifications and experience:

- Diploma in Secretarial services/ Office Management
- At least 02 years experience in an executive secretarial service to senior levels within an organization.
- Attention to detail
- Planning and organizing skills
- Communication skills (verbal and written)
- Advanced computer literacy
- Clerical and administration skills
- Time management

2. OFFICE OF THE EXECUTIVE MAYOR

2.1 MANAGER: COMMUNICATION (Five years fixed term contract)

All inclusive annual salary package: R588 874.00

Key Responsibilities

- Plan, develop and implement communications policies and strategies by using a computer, publications, legislation and council resolutions
- Plan, develop and implement public participation policy by using publications, legislation and council resolution to build a culture of openness and public participation in council programmes
- To facilitate intra-departmental communication and information sharing with the public by using memorandums, newsletters, staff meeting, ward meetings, community meetings, CBP, IDP forums and outreach programmes.
- To monitor media liaison issues by using media statements, media enquiry and publication of notices. Design of communications structure

Qualifications, knowledge and skills requirements

- Grade 12 certificate
- BA Degree in Communication
- 2 – 3 years experience in local government environment
- Knowledge of socio-political affairs
- Advanced computer literacy and skills.
- Attention to detail, planning and organizing skills
- Proficiency in the interpretation of Local Government legislation
- Excellent report and speech writing skills
- Code B Drivers License

2.2 RECEPTIONIST: OFFICE OF THE EXECUTIVE MAYOR (Five years fixed term contract)

All inclusive annual salary package: R220 000.00

Key Responsibilities

- Provides a Receptionist or Telephonist service for the Office of the Executive Mayor.
- Attends to specific office support or clerical activities.
- Attending to telephonic calls and or visitors
- Establishing nature of visit and directs requests to appropriate personnel.
- Recording details of enquiries and or messages in the absence of personnel.
- Receiving requests from internal personnel with respect to specific contact details, searching and locating telephone numbers and or physical or postal address using the directory.

Qualification, Knowledge and Skills requirements:

- Grade 12 certificate
- Secretarial qualification
- 1 years work experience
- Knowledge of socio-political affairs
- Advanced computer literacy and typing skills.
- Attention to detail, planning and organizing skills

2.3 SECURITY OF THE EXECUTIVE MAYOR X 2 (Five years fixed term contract)

All inclusive annual salary package: R160 000.00

Key Responsibilities

- To provide chauffeur and protective services to the Executive Mayor by inspecting the vehicle prior trips being taken, by being always present at the Mayor's Office to ensure that the mayor is protected.
- To gather intelligent information by using the telephone to establish the safety of the Executive Mayor prior the trip and by visual search of the area to be always on guard to protect the Executive Mayor.
- Being a security guard in the office of the Executive Mayor by being at the frontline and control all incoming or outgoing visitors to ensure the safety of the Executive Mayor.
- Present trends analysis report to the Executive Mayor and Personal Assistant to the Executive Mayor by gathering information prior to any trip being taken and take corrective measures to ensure the safety of the Executive Mayor.

Qualification, Knowledge and Skills requirements:

- South African Police Services Certificate or Diploma/ Military Certificate or Diploma
- Grade A or B SOB
- Close protection operative certificate
- Attention to detail, planning and organizing skills

3. CORPORATE SUPPORT SERVICES

3.1 GENERAL MAINTENANCE WORKER

Salary: R66 624.00

Key Responsibilities

- Extensive experience in painting, basic electrical and plumbing services
- Perform various odd jobs for a Municipality
- Deep knowledge of electric hand tools, carry tools, lift and carry heavy loads
- Ability to work in close places such as closets and roofs of buildings, etc.
- Ensure with minor Municipal building repairs
- Wall chasing Dry walling
- Small renovations
- Fit locks hinges and handles

Qualifications, skills and experience

- Grade 12 certificate
- N3 Electrical wiring

4. COMMUNITY ENVIRONMENTAL SERVICES

4.1 SECRETARY TO THE DIRECTOR: COMMUNITY ENVIRONMENTAL SERVICES

Salary: R135 456.00

Key Responsibilities:

- Provides administrative, secretarial services to the Director.
- Manages the time and diary commitments of the Director.
- Screens and manages all telephone calls.
- Required to deal with high level and confidential correspondence.
- May be required to accompany and attend meetings with the Director.
- Follow up on tasks and commitments of the Director.
- Assist in the management of the reception desk of the Directorate: Community Environmental Services.
- Required to assist in the provision of an office management service/function to the Directorate: Community Environmental Services.
- Manages the event management of the Directorate: Community Environmental Services.
- May be required to assist the Director: Community Environmental Services in office functions and ensure properly planned logistics.
- Performs additional duties on ad hoc basis as requested by the Director.

Qualifications, skills and experience:

- Grade 12 certificate
- Diploma in Office Administration/Management.
- At least 02 years experience in secretarial service to senior levels within an organization.
- Attention to detail
- Planning and organizing skills
- Communication skills (verbal and written)
- Advanced computer literacy
- Clerical and administration skills
- Time management
- Ability to conceptualize Municipal activities and administration

5. COMMUNITY DEVELOPMENT SERVICES

5.1 SECRETARY TO THE DIRECTOR: COMMUNITY DEVELOPMENT SERVICES

Salary: R135 456.00

Key Responsibilities:

- Provides administrative, secretarial services to the Director.
- Manages the time and diary commitments of the Director.
- Screens and manages all telephone calls.
- Required to deal with high level and confidential correspondence.

- May be required to accompany and attend meetings with the Director.
- Follow up on tasks and commitments of the Director.
- Assist in the management of the reception desk of the Directorate: Community Development Services.
- Required to assist in the provision of an office management service/function to the Directorate: Community Environmental Services.
- Manages the event management of the Directorate: Community Development Services.
- Performs additional duties on ad hoc basis as requested by the Director.

Qualifications, skills and experience:

- Grade 12 certificate
- Diploma in Office Administration/Management.
- At least 02 years experience in secretarial service to senior levels within an organization.
- Attention to detail
- Planning and organizing skills
- Communication skills (verbal and written)
- Advanced computer literacy
- Clerical and administration skills
- Time management
- Ability to conceptualize Municipal activities and administration

5.2 ADMINISTRATOR: COMMUNITY SAFETY & TRANSPORT PLANNING

Salary: R177 768.00

Key Responsibilities

- Arrange and co-ordinate meetings for the unit;
- Handle filing systems;
- Manage correspondence between the unit and other stakeholders(internal and external);
- Perform procurement functions for the unit;
- Manage all travelling, accommodation and subsistence requirements for the unit; and
- Render an all- inclusive administrative support services to the unit.

Qualification, skills and experience

- Senior certificate and appropriate Bachelor Degree or National Diploma in Public Administration/Business Administration;
- 2 – 3 years working experience in local government;
- Good communication and interpersonal skill; and
- Understanding of the Municipal Finance Management Act, supply chain management policies and procedures and other related regulations.

5.3 ROAD TRANSPORTATION LEGISLATION COORDINATOR

Salary: R245 376.00

Key Responsibilities

- Interpreting and implementing NLTA no. 5 of 2009 and other related regulations;
- Draft municipal by-laws;
- Facilitating public consultation and participation in the planning, regulation and implementation of public transport strategies;
- Liaise with the public transport operators within the district; and
- Perform other duties as delegated by the manager.

Qualification, skills and experience

- Appropriate Bachelor Degree or National Diploma in Transport Planning/ Economics;
- 3-4 years relevant working experience;
- Unendorsed drivers licence (code B or C1);
- Excellent communication(writing and verbal) and interpersonal skill;
- Excellent Report writing skill;
- Knowledge of project management principles;
- Understanding of the National Land Transport Act no. 5 of 2009; and
- Understanding of the PFMA, MFMA and other related regulations.

5.4 TRANSPORT PLANNING COORDINATOR

Salary: R245 376.00

Key Responsibilities

- Developing the District Integrated Transport Plan and other related plans;
- Implementing and monitoring the transport related projects;
- Managing the transport planning projects;
- Implementing some sections of the NLTA no. 5 of 2009;
- Co-ordinate transport district transport forums/committees; and

Qualification, skills and experience

- Appropriate Bachelor Degree or National Diploma in Transport Planning/ Economics;
 - 3-4 years relevant working experience;
 - Unendorsed drivers licence (code B or C1);
 - Excellent communication(writing and verbal) and interpersonal skill;
 - Excellent Report writing skill;
 - Knowledge of project management principles;
 - Understanding of the National Land Transport Act no. 5 of 2009; and
 - Understanding of the PFMA, MFMA and other related regulations.
- Serve as the secretariat for the district transport forums/committees

5.5 COMMUNITY PUBLIC SAFETY COORDINATOR

Salary: R245 376.00

Key Responsibilities

- Arrange and co-ordinate community safety meetings and campaigns;
- To coordinate interdepartmental /Inter-sectoral Social Crime Prevention Campaigns;
- To monitor and evaluate the impact of campaigns ;
- Support community policing forums; and
- Perform other duties as delegated by the manager.

Qualification, skills and experience

- An appropriate Bachelor's Degree/three year diploma in Social Sciences, Policing or equivalent qualification
- Two (2) years work experience in the Criminal Justice System, Community development or monitoring and evaluation/research field
- Knowledge and understanding of the National Crime Prevention Strategy
- Community Mobilization skills
- Coordination and facilitation skills
- Presentation, Negotiation and Resource mobilization skills
- Unendorsed drivers licence(code B or C1);
- Excellent communication skill and interpersonal skills; and
- Excellent report writing skills