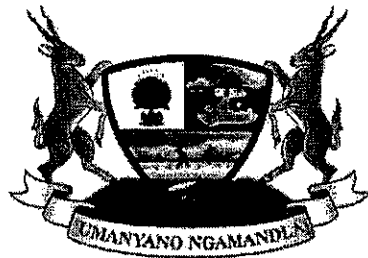


# Mbizana Local Municipality

Physical Address  
51 Winnie Madikizela  
Mandela Street  
Postal Address  
P O Box 12  
Bizana



Office of the Municipal  
Manager  
Tel: 039 251 0230  
Fax: 039 251 0917  
lmahlaka@mbizana.org.za

## EXTERNAL ADVERTISEMENT

Applicants are hereby invited from suitable qualified individuals to fill the vacant position indicated below:-

- |                   |   |
|-------------------|---|
| <b>1. POST</b>    | <b>: MANAGER: PROJECT MANAGEMENT UNIT</b>   |
| <b>TASK GRADE</b> | <b>: 16</b>                                 |
| <b>DEPARTMENT</b> | <b>: ENGINEERING SERVICES</b>               |
| <b>DURATION</b>   | <b>: PERMANENT</b>                          |
| <b>SALARY</b>     | <b>: R457 572.00 Basic Salary Per Annum</b> |

### MINIMUM REQUIREMENTS

- ✓ Grade 12 or Matric Certificate;
- ✓ A three year tertiary qualification in Civil Engineering;
- ✓ 4-5 years in Project Management and considerable management experience in the Civil Engineering and or related field;
- ✓ Computer Literacy in MS Software packages viz. Word, Excel, Projects etc;
- ✓ Valid Code B Driver's Licence;
- ✓ Good communication and presentation skills, and
- ✓ Registration with the Engineering Council of South Africa (ECSA) will be an added advantage.

### KEY PERFORMANCE AREAS:

- ✓ Integrating, co-ordinating , project managing and financially administering the MIG in the area of jurisdiction;
- ✓ Ensuring project compliance with all applicable legislation, policies and conditions applicable to MIG;
- ✓ Conducting project performance and cash flow reviews;
- ✓ Liaising with the Provincial and the Senior MIG Manager as well as other line function departments through formal regular evaluation/progress meetings and on an ad hoc basis;
- ✓ Submitting monthly, quarterly, bi-annual, annual and ad hoc reports to COGTA as determined in applicable legislation or as required by the National MIG Unit;



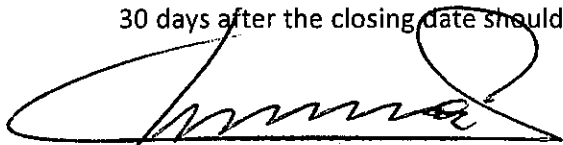
- ✓ Managing the PMU team and their respective outputs;
- ✓ Render technical support and evaluate proposed projects in alignment with the respective Municipal IDP;
- ✓ Ensure project management of the labour intensive projects that are in line with Expanded Public Works Programme framework in relation to reporting requirements as per MIG guidelines;
- ✓ Conduct site visits/meetings to ensure compliance with the business plan conditions as per MIG guidelines and
- ✓ Any other duties may be assigned by the Supervisor.

**NB: Mbizana Municipality is committed to affirmative action and Employment Equity Act 55 of 1998.**

Applicants should submit their applications on the Municipal Application form available on the Municipal website or at the Municipal premises. A comprehensive CV with traceable references, certified copies of certificates, ID and driver's licence must be submitted as part of an applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Mbizana Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the HR Offices during office hours. For more information please contact: **Mr Z.S. Jojimali on 039-251 0230** during office hours. Closing date:.....<sup>27/01/18</sup> @ 12pm.

**CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION, THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.**

**No faxed or emailed applications will be accepted, applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.**



**Mr L. Mahlaka  
MUNICIPAL MANAGER**