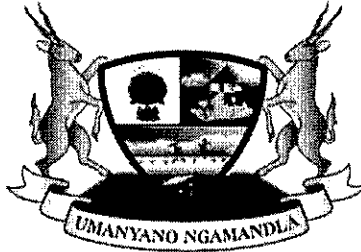


# Mbizana Local Municipality

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

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## EXTERNAL ADVERT

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

1. **POST : TECHNICAL OFFICER**  
**DEPARTMENT : ENGINEERING SERVICE**  
**CONTRACT : PERMANENT**  
**TASK GRADE : 12**  
**REMUNERATION : R296 154.00 basic salary per annum**

### REQUIREMENTS

- ✓ Grade 12 or Matric Certificate;
- ✓ National Diploma in Civil Engineering;
- ✓ 2-3 years in Project Management in the Civil Engineering field and or related field;
- ✓ Local government experience will be an added advantage;
- ✓ Computer literacy in MS Software Packages i.e. Word, Excel, Projects etc and
- ✓ Valid Code B Drivers License.

### KEY PERFORMANCE AREAS

- ✓ Responsible for project planning and design, including compiling business plans for new infrastructure. Ensure project compliance with all applicable legislation, policies and conditions applicable to MIG;
- ✓ Monitor and report progress to immediate supervisor on PMU projects. Conduct site visits to ensure compliance with business plan conditions and co-ordinate regular site meetings with relevant stakeholders;
- ✓ Verify payment certificates and submit monthly payment schedule documentation to immediate supervisor;
- ✓ Co-ordinate handover of completed PMU projects;
- ✓ Provide technical support to non-technical departments on planning, construction and implementation of capital projects. Liaise with internal and external stakeholders and

- ✓ Perform relevant administration functions and any other duties that may be assigned by the immediate supervisor. Adhere to all relevant construction conditions of contracts when monitoring projects.

A covering letter clearly stating the position you are applying for, 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: ~~06/09/2019~~ 06/09/2019 @ 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.

  
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Mr. L. Mahlaka  
Municipal Manager