



INTERNAL ADVERT

The Mkhambathini Municipality hereby invites suitable qualified applicants to apply for the following position:

DEPARTMENT: TECHNICAL, DEVELOPMENT AND TOWN PLANNING SERVICES
TECHNICIAN: PROJECT MANAGEMENT UNIT (PERMANENT POSITION)

REMUNERATION: R297 858.12 Per annum (Task Grade 11 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- Grade 12
- A relevant National Diploma in Engineering
- Code 8 Valid driver's license
- 2 years' relevant experience in municipal engineering and/or construction project management, preferably in a local government environment
- Registration with the ECSA or relevant body will be an added advantage
- Fully computer literate (Ms Office, Ms word, Ms excel and PowerPoint)

KNOWLEDGE SKILLS AND COMPETENCY

- Knowledge of Municipal Infrastructure Grant (MIG), Project Management and Civil Engineering Design Packages
- Ability to understand and apply the regulatory framework applicable to local government within specific functional area
- Ability to contribute to the management of internal projects to agreed standards
- Ability to identify and escalate health, safety and environmental risks

- Able to participate in the development of routine and scheduled maintenance programmes
- Good interpersonal and communication skills
- Good problem solving and negotiation skills

KEY PERFORMANCE AREAS

- Monitor existing municipal infrastructure
- Implement the Municipal Maintenance Plan
- Deliver technical support and evaluate proposed projects in alignment with respective municipal IDPs and the regional and provincial growth and development plans
- Conduct site visits/progress meetings to ensure compliance with Business Plan conditions, specifications and designs
- Maintain project performance data on a national database MIS
- Support and assist with all legislative requirements as required by MIG
- Process related correspondence and assistance in report generation
- Coordinate opening and handover ceremonies to complete projects
- Assist with the preparation and implementation of MIG capacity building business plans in alignment with the Municipal LGCBF Business Plan, MIG orientation workshops, etc.
- Assist with facilitating community liaison linkages to ensure full community participation at all stages of a project's life-cycle
- Assist with conducting biannual social economic impact assessments on selected projects as required by the MIG Units
- Assist with the coordination of project-based capacity building in terms of job creation with the focus on introducing labor based construction methodology and development of SMMEs (where technically feasible)
- Assist with other related Municipal Infrastructure Programmes.

Application form (clearly stating the position you are applying for), together with a comprehensive CV and certified copies of qualifications must be sent to the: **The**

**Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown
3720 or hand deliver at: No 18 Old Main Road, Camperdown, 3720.**

**Closing date 12 July 2024 Kindly note that should you not be contacted within a
period of 30 days after closing date, consider your application unsuccessful.**

Enquiries regarding the post can be directed to Ms. P.P Ngubane, Director: Corporate
Services at 031 785 9310.

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action
Programme which is non-racist, non-sexist and based on merit.



**MR. S. MNGWENGWE
MUNICIPAL MANAGER**