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Office of the Municipal Manager

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MANDENI LOCAL MUNICIPALITY INTERNAL/ EXTERNAL VACANCY

The Mandeni Municipality, affirmative action, and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position

DEPARTMENT : TECHNICAL SERVICES AND INFRASTRUCTURE DEVELOPMENT
POSITION : TECHNICIAN (CIVIL ENGINEERING)
TASK GRADE : TG 11
SALARY NOTCH : R 339 704 per annum
SALARY SCALE : (R 339 704 pa – R 440 952 pa)
CLOSING DATE : THURSDAY, 02 APRIL 2026 @ 12:00 PM
REF NO : PN 18/2026

MINIMUM REQUIREMENTS:

- National Diploma in Civil Engineering
- Bachelor of Science in Civil Engineering will serve as an added advantage.
- 2-3 relevant experience in the Local Government or Public/ Private Sector working on Local Government Projects within built environment specifically on roads and storm water, buildings and recreational facilities
- Registration with the Engineering Council of South Africa (ECSA) in terms of the Engineering Profession Act, Act 46 of 2000 as a Candidate Engineering Technician. Registration as a Professional Engineering Technician will be an added advantage.
- Valid Driver's License

SKILLS

- Good communication and presentation skills
- Good interpersonal skills, as well as willing to work under pressure.
- Civil Engineering Principles -Understanding of construction methods, materials, structural basics, and infrastructure systems (roads, stormwater, water and sanitation)
- Project Coordination -Ability to assist in planning, scheduling, and monitoring construction projects to ensure timely completion.



- Written & Verbal Communication -Ability to prepare technical reports, site instructions, and communicate effectively with engineers, contractors, and stakeholders.
- Service Delivery -Ensures that municipal infrastructure services are delivered efficiently and responds promptly to community needs.

DUTIES

- Applies professional knowledge of design policies, applications and principles to analyse, comment and co-ordinate specific procedures with respect to proposed design to average impact type project and programmes
- Manages the formulation of specific contracts and tender documents and controls contractual obligation
- Directs and controls outcomes associated with utilization, productivity and performance of personnel within the section: Draughting personnel supervised
- Disseminates information on design and survey policies and processes and provides reports detailing divisional interventions and outcomes
- Co-ordinates tasks/ activities associated with the implementation of procedures and, monitors compliance with standards and specifications with regards to new Infrastructure, additions and Upgrading to existing structures
- Checks and verifies design details and construction specifications detailed on infrastructure layout plans conforms with regulations prior to approval
- Performs specific administrative tasks/ activities associated with the updating and maintaining records/ information of work in progress and completed works
- Compiles monthly progress and assessment reports on projects indicating the status quo on current projects and all problems experienced
- Conducts planned and adhoc site visits to construction sites
- Compiles monthly and quarterly portfolio of evidence to report to the relevant structures



BENEFITS:

All standard Municipal Fringe benefits which inter-alia includes a Housing Subsidy, Medical Aid, Car allowance, Cellphone allowance and Pension fund would be applicable to the above post.

DIRECTIONS TO CANDIDATES:

Enquiries must be directed to **Manager HR and Council Support; tel: (032) 456 8200**. Please forward your application form and full CV with photocopies of certificates, quoting the relevant reference number and attach proof of residence on the prescribed form obtained from **Mandeni Municipal Website to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered.** Certified copies of certificate will be submitted by the shortlisted candidates. If you do not hear from us within 30 days of the closing date, consider your application as unsuccessful. **Application forms are available on the Mandeni Municipal Website www.mandeni.gov.za or at any Municipal building.**

NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate.


SG KHUZWAYO
MUNICIPAL MANAGER

DATE : 23/03/2026