



**MANDENI LOCAL MUNICIPALITY  
INTERNAL / EXTERNAL VACANCY**

Applicants living with disability are encouraged to apply.

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

**DEPARTMENT : TECHNICAL SERVICES & INFRASTRUCTURAL DEVELOPMENT**  
**POSITION : PMU MANAGER (X1 POST)**  
**TASK GRADE : T17 (subject to 2020 job evaluation outcome)**  
**SALARY NOTCH : R589 090, 68 per annum**  
**SALARY SCALE :(R589 090, 68 – R764 696,16)**  
**CLOSING DATE : 17 JULY 2020@ 12H00**  
**REF NO : PN34/2020**

**MINIMUM REQUIREMENTS:**

- Bachelor of Science (Bsc) or B Tech in Civil Engineering plus Diploma or recognized certificate in Project Management
- Registration with Engineering Council of South Africa (ECSA)
- 5 years working experience as a Technician in the public sector of which 2 years must include supervisory duties.
- Experience in local government environment and at management level will serve as an added advantage.
- A valid driver's license

**SKILLS & COMPETENCIES:**

- Deadline driven and able to deliver high quality work under pressure
- Excellent communication skills and ability to communicate at all levels
- Excellent report writing skills
- Ability to work in a team environment
- Knowledge of Municipal Infrastructure Grant (MIG)

**Executive Committee**

Cllr. TP Mdlalose (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr. BL Magwaza (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)  
Cllr. NF Ntuli | Cllr. LR Mdeletshe | Cllr. ST Magwaza | Cllr. MS Mdunge | Cllr. M Shelembe



## **DUTIES:**

- Responsible for the management and coordination of the Infrastructure projects including MIG and other related infrastructure grants projects identification and prioritization process for the municipality.
- Initiation and facilitation of procurement process for built environment professional services firms.
- Co-ordination of Infrastructure project planning process including preliminary surveys and technical engineering investigations including geotechnical investigation, environmental impact assessment and others.
- Developing specifications and terms of reference for built environment professional services firms procurement processes.
- Responsible for the management of the infrastructure development programme as well as physical project implementation activities from stages 1 to 6 ensuring timely development of designs and bid documents and including control of time, cost and quality during construction phase.
- Planning, undertaking and managing the capital Infrastructure budgets and ensuring compliance with applicable financial management regulations and legislations.
- Manages and co-ordinates administrative duties within the PMU including human resources, human capital development plans and applicable reports.
- Manages and facilitation of project steering committee' operations and effectiveness.
- Conduct and co-ordinate infrastructure planning and investment in line with approved Spatial Development Framework.
- Facilitate and approve development of project engineering designs and technical specifications.
- Ensuring quality assurance on infrastructure projects workmanship
- Submission of monthly, quarterly, bi-annual, annual and adhoc reports to COGTA as determined in applicable legislation or required by the MIG Management Unit.
- Capturing of MIG business plan's into Municipal Infrastructural System (MIS) ensuring that projects which are captured are improved
- Ensure compliance with OH&S and other related legislative framework.
- Prepare and implement MIG capacity building business plans an alignment with the Municipal LGCBF Business Plan, MIG orientation workshops etc.



**BENEFITS:**

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

**DIRECTIONS TO CANDIDATES:**

Enquiries must be directed to Mrs. NW Ntuli (Manager: Human Resource and Council Support); tel: (032) 456 8200. **Please forward your application form and full CV with photocopies of certificates, quoting the relevant reference number to: Human Resources, via email: recruitment@mandeni.gov.za.** 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](http://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 an appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate. People living with a disability are encouraged to apply.**

  
**SG KHUZWAYO**  
**MUNICIPAL MANAGER**

**DATE:** 29/06/2020