



Office of the Municipal Manager

Tel 032 456 8200
Fax 032 456 2504 / 086 568 9741
Email ceo@mandeni.gov.za

2 Kingfisher Road, Mandeni, KwaZulu Natal, 4490, South Africa
PO Box 144, Mandeni, 4490

www.mandeni.gov.za

MANDENI LOCAL MUNICIPALITY INTERNAL AND EXTERNAL CAREER OPPORTUNITY

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 AND INFRASTRUCTURE DEVELOPMENT
POSITION : MANAGER: PROJECT MANAGEMENT UNIT (PERMANET APPOINTMENT)
TASK GRADE : T17
SALARY NOTCH : R 716 254 PER ANNUM
SALARY SCALE : (R 716 254 pa – R 929 767 pa)
(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)
CLOSING DATE : FRIDAY, 24 NOVEMBER 2023 @ 12H00
REF NO : PN 114/2023

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)
- 3-5 years relevant working experience in Technical and Project Management 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

- 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)

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.

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. BL Magwaza (Deputy Mayor) | Cllr. PM Sishi (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. SZ Mdlatshe | Cllr. ST Magwaza | Cllr. M. Shelembe | Cllr. MS Mdunge | Cllr. M. Mthembu



- 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 with the PMU including human resources, human capital development plans and applicable reports.
- Manages and facilitates of project steering committee' operations and effectiveness.
- Conduct and co-ordinate infrastructure planning and investment in line with approved Spatial Development Framework.
- Facilitates and approve development of project engineering designs and technical specifications.
- Ensuring quality assurance on infrastructure project workmanship
- Submission of monthly, quarterly, bio-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 Systems (MIS) ensuring that projects which are captured are improved
- Ensure compliance with OH&S and other related legislation framework.
- Prepare and implement MIG capacity building business plans and alignment with the Municipal LGCBF Business Plan, MIG orientation workshops etc.

BENEFITS:

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

DIRECTIONS TO CANDIDATES:

Enquiries must be directed to Director Corporate Services; tel: (032) 456 8200. Apply online using Mandeni Municipal Website www.mandeni.gov.za **and attach full CV, photocopies of certificates, quoting the relevant reference number. Certified copies of certificates will only 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.

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: 10/11/2023