

# NGWATHE MUNICIPALITY ADVERTISEMENT

A well-established local municipality of integrity and a leader of best practices, Ngwathe Municipality is a high performance organization, gearing itself to provide excellent and sustainable municipal services, which offers challenge and opportunities to all its employees at all levels.

The Municipality hereby invites applications from experienced, qualified, innovative, committed and energetic individuals with vision, for appointment to the following positions:

**PROJECT MANAGEMENT UNIT (PMU) COORDINATOR (NOTICE NO:  
01/15)  
(THIS IS A THREE (3) YEAR FIXED TERM CONTRACT)**

**Total Remuneration: R566 244.00 per annum (Total Cost to the Employer)**

## **MINIMUM REQUIREMENTS:**

- **An appropriate B-Tech in Civil Engineering or Equivalent qualification prescribed in Engineering Profession Act, 1990**
- **At least five (5) years' experience in Civil Engineering Services and Project Management**
- **Registered with Professional body will be an added advantage**
- **Proven liaison and verbal & written communication skills**
- **Strong computer skill with extensive knowledge of Micro Soft package**
- **Good planning, organizational and negotiation skills**
- **Knowledge of Municipal Finance Management Act and other related policies, regulations and guidelines**
- **A valid code 08 driver's license.**

**DUTIES:** The successful candidate will primarily be responsible to integrate, co-ordinate, project management, and financially administer the Municipal Infrastructure Grant (MIG) allocation within the jurisdiction of Ngwathe Local Municipality (NLM). Develop business plans and feasibility studies required to access MIG funding. Submitting monthly, quarterly, bi-annual and ad hoc reports to COGTA as determined in the applicable legislation by the MIG Management Unit. Manage PMU teams and outputs. Facilitate and compile IDP portion on capital infrastructure for NLM. Forge and sustain effective liaison with Provisional and National Government on issues relating to infrastructure. Implementation of MIG programmes.

**PROJECT MANAGEMENT UNIT (PMU) CIVIL ENGINEERING  
TECHNICIAN X 3 (NOTICE NO: 02/15)  
(THIS IS A THREE (3) YEAR FIXED TERM CONTRACT)**

**TOTAL REMUNERATION: R508 464.00 per annum (Total Cost to the Employer)**

**MINIMUM REQUIREMENTS:**

- **An appropriate National Diploma in Civil Engineering or Equivalent qualification prescribed in Engineering Profession Act**
- **At least three (3) years' experience in Civil Engineering Services and Project Management field**
- **Project Planning and Management skills**
- **Computer literacy**
- **Valid code 8 driver's license.**

**DUTIES:** Provide Technical support and evaluation of projects in alignment with Municipal IDP. Coordinate project based capacity building in terms of job creation, Introduce and manage the labour-intensive projects. Arrange project progress meetings with service providers. Ensure compliance with all legal aspects and conditions required from different spheres of government. Conduct site visits /meetings to ensure business plan compliance. Facilitate community liaison linkage to ensure participation. Manage cash flow and project expenditure. Verify payment certificates and prepare monthly payment schedules. Monitor and evaluate projects. Assist with other related Municipal Infrastructure Programs.

**PROJECT MANAGEMENT UNIT (PMU) DATA CAPTURER (NOTICE NO:  
03/15)  
(THIS IS A THREE (3) YEAR FIXED TERM CONTRACT)**

**TOTAL REMUNERATION: R231 120.00 per annum (Total Cost to the Employer)**

**MINIMUM REQUIREMENTS:**

- **National Diploma in Administration/Secretariat or an equivalent qualification.**
- **Two (2) years relevant experience.**
- **Strong computer skill with extensive knowledge of Micro Soft package.**
- **Good communication skills (verbal and written).**

**DUTIES:** Administrative and coordination support attached to Project Management Unit (PMU). Capture data on the MIG-MIS System. Liaison with COGTA regarding the information captured and makes the follow-up of assessment of technical reports and registration of projects for record purposes. Administer office of the PMU. Perform secretarial duties during MIG meetings. Perform any other duties assigned by the office of Director Technical Services.

***NB: Faxed applications will not be considered***

**Council reserve the right to place and move candidates anywhere within the municipality. The Municipality reserves the right not to appoint any applicant to this position.**

**Please forward your application with Curriculum Vitae and originally certified copies of qualifications to Directorate: Corporate Services, Human Resource Section, at Municipal Offices situated at Liebenbergstrek, PO Box 359, Parys 9585. All enquiries must be directed to the Director Corporate Services. 056 816 2700**

**CLOSING DATE: 10 JULY 2015**

***If you have not heard from us after 3 months of closing date, please accept that your application was not successful.***

**LD KAMOLANE  
MUNICIPAL MANAGER**