



RE-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:

1. PROJECT MANAGEMENT UNIT (PMU) COORDINATOR

(THIS IS A THREE (3) YEAR FIXED TERM CONTRACT) – 110/22

Total Remuneration: R 676 009.17 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 skills 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.

Key Performance Areas: The successful candidate will primarily be responsible to integrate, co-ordinate, project management, and financially administer the MIG, WSIG, INEP, RBIG and Own Capital allocation within the jurisdiction of Ngwathe Local Municipality (NLM). Develop business plans and feasibility studies required to access MIG, WSIG, INEP, RBIG and Own Capital funding. Submitting monthly, quarterly, bi-annual and ad hoc reports as determined in the applicable legislation. 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, WSIG, INEP, RBIG and Own Capital funded programmes.

2. PROJECT MANAGEMENT UNIT (PMU) CIVIL ENGINEERING TECHNICIAN X 2

(THIS IS A THREE (3) YEAR FIXED TERM CONTRACT) – REF : 111/22

TOTAL REMUNERATION: R561 535.56 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.
- 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.

KEY PERFORMANCE AREAS: 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 plans 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.

3. PROJECT MANAGEMENT UNIT (PMU) DATA CAPTURER

(THIS IS A THREE (3) YEAR FIXED TERM CONTRACT) – REF 112/22

TOTAL REMUNERATION: R376 119.71 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).

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

4. MANAGER: SUPPLY CHAIN MANAGEMENT

Ref 113/22

TOTAL REMUNERATION: JOB LEVEL 0 (R579 930.97 per annum) (Basic Salary P/A)

MINIMUM REQUIREMENTS:

- A relevant three year Tertiary Qualifications preferably in SCM/ logistics/ procurement – NQF Level 5.

- Four (4) years relevant work experience and Two (2) years' relevant experience in supply chain management environment.
- MFMP minimum competency level qualification will also serve as strong recommendation.
- Accurate report back on approved templates reporting information required with regards to financial processes.
- Computer literacy in MS applications.
- Ability to communicate with various diverse stakeholders to determine customer needs and requirements.
- A valid code 8 driver's license.
- Strong negotiation and interpersonal skills.
- Extensive knowledge of procurement methods in line with supply chain management.

Key Performance Areas: Co-ordinate the implementation of functionality systems, controls and procedures. Execute applications necessary in establishing requirements against available resources. Execute applications associated with acquisition and appointment processes. Manage and maintain relationships with service providers/vendors and contractors. Attend to specific administrative recording and reporting requirements. Co-ordinate and control tasks/activities associated with controlling personnel performance, productivity and discipline. Provide practical training and guidance to management on procedures and applications associated with specific SCM processes. Represent the employer in the relevant National, Provincial, District and Local forums. Ensure proper and accurate maintenance of supplier database. Monitor and oversee all matters related to tender and contract administration. Ensure execution of all procurement policies and procedures in respect of supply chain management policy, MFMA and all other relevant legislation. Conduct value analysis studies by reporting on market trends and industry standards in order to recommend specifications. Assessing the quality and reliability of products, service delivery and suppliers. Manage and execute the purchase order processes and follow up on purchase orders to ensure timely delivery of goods and services. Co-ordinate and submit comprehensive SCM monthly reports to the CFO.

5. MANAGER IN THE MUNICIPAL MANAGER'S OFFICE

Ref No: 114/22

Remuneration: Basic Salary: R 579 930.97 P/A. Job Level 0

Key requirements:

- B. Degree (NQF level 6) or equivalent.
- MFMP minimum competency level qualification will also serve as strong recommendation.
- A minimum of at least 5 years' work related experience and 3 of which at Senior Management level in the local government sphere.
- Practical knowledge of the local government environment
- Valid driver's licence

Key Performance Area:

- Oversee the provision of an office management service/function to the Office so that an effective and efficient protocol, administration, secretarial, registry, reception and visitors' management function is provided to the Office.
- Handle high-level and confidential correspondence to the Office of the Municipal Manager that requires response from the Municipal Manager.
- Follow - up with relevant and accountable Directorates on the implementation of resolutions.
- Manage and co-ordinate the compilation of reports required by the Office of the Municipal Manager.
- Work closely with the Personal Assistant (PA) to the Municipal Manager on proper time management and diary commitments of the Municipal Manager.
- Oversee the management of all equipment and capital resources within the Office.
- Monitor the updating and maintenance of assets register in the office at all times
- Maintain the assets and asset register for the Unit.
- Manage the administrative processes and systems and maintain good working conditions.

NB: Posted, faxed or emailed applications will not be considered. Applications must be hand delivered at the Municipal Offices situated at Liebenbergstrek, Parys.

ALL APPLICANTS WHO APPLIED PREVIOUSLY ARE ADVISED TO RE-APPLY TO 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, Drivers License and ID Copy together with the application forms accessible on the municipal website (www.ngwathe.fs.gov.za) 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 Human Resources Manager, 056 816 2700 during office hours.

CLOSING DATE: 12H00 on Tuesday 06 December 2022.

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

**NT BALENI
MUNICIPAL MANAGER**