

EMAKHAZENI LOCAL MUNICIPALITY

VACANCY

Emakhazeni Local Municipality consists of four units of service namely, Emakhazeni, Dullstroom, Emgwenya and Entokozweni. The municipality is responsible for providing basic services to eight (8) wards, many of which are rural in character. Emakhazeni Local Municipality needs the services of a competent, motivated person with the necessary qualifications and experience for the following temporal vacancy, to assume duties as soon as possible.

- DEPARTMENT** : **Infrastructure, Planning and Social Development**
- POSITION** : **Manager PMU**
- SALARY** : **R 475 957.56 per annum, 850km travelling/car allowance per month plus R 9600.00 cell-phone allowance per annum. (Task Grade 15)**
- REQUIREMENTS** : B-Tech in Civil Engineering or equivalent • At least four (4) years' experience in Civil Engineering Services and Project Management • Knowledge of Expanded Public Works Programme (EPWP) • Qualification/Knowledge in Project Management will be an added advantage • Have experience in working on community projects • A valid driver's licence • Registration with ECSA as Candidate/Professional is essential. A Certificate in Municipal Finance Management Programme /Certificate Programme in Municipal Development will be an added advantage. (Candidates who are not in possession of the CPMD/MFMP in line with Notice 29967 on Municipal Regulations on Minimum Competency Levels will be given an opportunity to obtain such competency within 18 months, if appointed).
- DUTIES** : The successful applicant will be reporting directly to the SM Infrastructure, Social Development & Planning • Responsible for the management and supervision of the PMU Unit, PMU team and their respective outputs • Deliver technical support and evaluate proposed projects in line with the municipal IDP and the Regional and Provincial growth and Development plans • Coordinate and oversee the planning, implementation of infrastructural projects • Project manages Labour Intensive projects in line with the EPWP framework and the related reporting requirements • Ensure projects compliance with all applicable legal legislation, policies and conditions as required by the various spheres of Government and applicable to conditional grants • Liaison with the Provincial and the Senior Manager as well as other line function departments through formal regular evaluation / progress meetings and on an adhoc basis • Submission of monthly, quarterly, bi-annual, annual and adhoc reports to relevant departments as determined in applicable legislation or required in terms of conditional grants. • Capturing of business plan's into Municipal Infrastructural System (MIS) ensuring that projects which are captured are improved • Liaise with consultant's business plan related issues for MIS capturing purposes • Conduct site visit/progress meetings to ensure compliance with Business Plans conditions, specifications and design • Manage projects performance, cash flows and committed projects expenditure verifying payment certificates and preparing monthly payment schedule documents • Maintain project performance data on a national database MIS • Support and assist with all legislative issues as required in terms of conditional grants • Process related correspondence and assistance in report generation • Ensure compliance with OH&S and other related legislative framework • Link with the Municipality procurement units information technology data audits • Coordinate opening and handover ceremonies of complete projects • Facilitate community liaison linkages to ensure full community participation at all stages of project life cycle • Conduct bi-annual social economic impact assessment on selected projects as required by MIG Units • Coordinate project based capacity building in terms of job creation with the focusing introducing labour based on construction methodology and development of SMMEs, where technically feasible • Develop community based partnerships for the operation and maintenance of the infrastructure monitoring and reporting on implemented capacity building initiative • Assist with other related Municipal Infrastructure programmes.
- BENEFITS** : All usual fringe benefits applicable to a category 2 Municipality.

Note: Emakhazeni Local Municipality is an equal opportunity employer and considering Employment Equity, women candidates and people living with disabilities are encouraged to apply. Internal candidates who meet the minimum requirements are encouraged to apply. Application forms are available at all Municipal Offices in Emakhazeni, Entokozweni, Dullstroom and Emgwenya, as well as our website www.emakhazeni.gov.za and should be addressed to:

The Acting Senior Manager Corporate Services, P.O. Box 17, **BELFAST**, 1100

Enquiries: Mr. MJ Sibanyoni/Ms SM Tseka @ (013) 253 7600

CLOSING DATE: 18 March 2022 @12:00

If you do not receive feedback from the municipality within 12 weeks after the closing date, please consider your application unsuccessful. The municipality reserves the right to appoint or not to appoint any person.

MR. G.C. MTHIMUNYE
MUNICIPAL MANAGER