

**MOGALAKWENA MUNICIPALITY**

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

**TECHNICAL SERVICES  
LEAD ENGINEER – CONTRACT EMPLOYMENT (PMU DIVISION)**

Mogalakwena municipality has recently established an infrastructure planning unit (IPU) under its Technical Department. This unit will have the overall responsibility, in conjunction with the other relevant departments of the municipality, of managing the capital projects on an on-going basis. The unit will be responsible for managing the entire project cycle which includes aspects such as planning, scoping, design, and implementation of projects which are funded through various sources such as MIG and others.

**Duties:**

The incumbent who would be reporting to the manager of Technical Department will have to have the ability to multi-task and take the overall responsibility of making sure that the IPU delivers its mandates in terms of

Proper short, medium, and long term planning for the capital projects

- Alignment of the projects with the municipal imperatives such as IDP
- Compliance with all the conditions of the funding organisations such as registration of projects in the case of MIG, formulation of implementation plans, and funding proposals
- Managing the project life cycle in terms of planning, appointment of consultants and contractors, design, contract management and supervision, cash flow management, quality assurance, reporting, and expenditure
- Compliance with all the necessary municipal reporting systems
- Ensuring timely expenditure of the allocated budgets - annual and multi-year allocations

**Requirements:**

- B.Sc. degree in civil engineering or equivalent. A higher degree will be an advantage
- Minimum 20 years of combined experience in design, site supervision, contract administration, project management, and planning of civil engineering projects including water, roads, storm water, sewer, water and waste water treatment works, etc
- Registration with ECSA as a professional engineer or equivalent
- At least five years of experience in management of professional teams
- Excellent written and verbal communication skills in terms of client liaison, report writing, presentation, and conducting meetings
- Experience in municipal environment is an advantage.

**Remuneration:**

This is a contract employment for a period of five years. The level of engagement might vary from being full time initially to part time as the unit progresses. The level of engagement will be negotiated and agreed between the incumbent and the municipality on an on-going basis. The remuneration will be either on a fixed or time-basis as per ECSA's rates. This will be determined jointly depending on the level of engagement.

**PROJECT IMPLEMENTATION MANAGER  
DIVISIONAL HEAD (PMU DIVISION)**

**Duties:**

Reporting directly to the Manager Technical Services, the incumbent will perform the following duties: Management of the PMU Division • Management of the Productivity / Performance and Personnel of the Division • Preparation and management of the capital and operational budgets of the Division • Contract Management of projects Quality control and monitoring of projects• Compiling weekly, monthly, quarterly and annual reports, working schedules, payments certificates • Must have the ability to lead the project teams with designs, short and long term objectives and strategic • Plans with regard to municipal infrastructure projects Managing and completing multiple tasks within constrained timeframes

**Requirements:**

• Civil Engineering Qualifications (minimum National Diploma) • Design of Municipal Civil Infrastructure (Water, Sewer, Storm Water, Roads) • Project Management qualifications• Good managerial skills •Minimum 3 to 5 years experience in above disciplines• Good Client liason experience• Experience in a local authority will be an advantage.

**Salary Scale:** R297 633,00

**ENGINEERING TECHNICIANS (PMU DIVISION)  
(2 POSTS)**

**Duties:**

Reporting directly to the Divisional Head PMU, the incumbent will perform the following duties: Provide Technical support to the Divisional Head • Conduct Technical analysis• Team member of water, sewer, roads and storm water infrastructure planning and designs• Construction tender compilation and contract management • Quality control and monitoring of projects Compiling reports, working schedules, payments certificates •The suitable candidate must be able to provide Technical Support to the PMU Division and assist with management of projects • Must have the ability to work independently and support a project team and work accurately and efficiently • Managing and completing multiple tasks within constrained timeframes

**Requirements:**

•Civil Engineering Qualifications (minimum National Diploma) • Knowledge of Civil Infrastructure (Water, Sewer, Storm Water, Roads) • Minimum 2 to 3 years experience in above disciplines• Strong written and verbal communication skills • Good Client liason experience • Experience in Project Management • Good Microsoft Word and Excel experience • Experience in a local authority will be an advantage.

**Salary Scale:** R269,517.00 – R290 331,00

**DESIGN DRAUGHTSMAN (PMU DIVISION)**

**Duties:**

Reporting directly to the Divisional Head PMU, the incumbent will perform the following duties:  
• Preparation of sketches, designs, layouts and final drawings of infrastructure projects • Assist the Divisional Head and Civil Engineers to produce civil drawings for construction Team member of water, sewer, roads and storm water infrastructure planning and designs • Modify and revise designs and drawings • Understand and generate Bills of Materials • Compiling monthly and quarterly reports •

Must have the ability to work independently and support a project team and work accurately and efficiently • Managing and completing multiple tasks within constrained timeframes

**Requirements:**

• N6 in the Civil Field (Water, Sewer, Roads and Storm Water) • Draughting Qualifications / Certificate on a CAD package • Skilled on Allycad Civil Designer will be an advantage • Minimum 5 years experience as Draughtsman in the above disciplines • Good Microsoft Word and Excel experience • Experience in a local authority will be an advantage.

**Salary Scale:** R232,284.00 – R256 485,00

**GENERAL WORKERS - (BUILDING MAINTENANCE SECTION)  
(2 x POSTS)**

**Duties:**

Reporting directly to the Maintenance Foreman, the incumbent will perform the following duties :

- Perform manual tasks by assisting the Maintenance Foreman with the following :
- Painting • Carpentry • Welding • Building Work • General building related repairs and maintenance to Council's buildings • General repair and maintenance of office furniture • Perform any other reasonable tasks.

**Requirements:**

Grade 10, be able to read and write. Be physically strong and withstand all weather conditions. Have previous experience in the maintenance of buildings.

**Salary Scale:** R71 940,00 per annum

**DEPARTMENT OF COMMUNITY SERVICES  
GENERAL WORKER (5 x POSTS)**

**Duties:**

Reporting directly to the cleansing vehicle driver, the incumbent will perform the following duties:

- Removal of waste by operating the hopper • Deposit refuse and litterbags into trucks, trolleys and drums • Remove litter within residential CBD and public spaces • Assist the driver with directions while reversing to lift the bulk containers • Perform any other reasonable task.

**Requirements:**

Grade 8, be able to read and write. Be physically strong and withstand all whether conditions.

**Salary Scale:** R71 940,00

**DEPARTMENT OF CORPORATE SUPPORT SERVICES  
FILING CLERK**

**Duties:**

The incumbent will perform inter alia the following duties:

- Filing of all correspondences and documents in personnel files • Drawing personnel files for authorized staff and keeping record of these requests and whereabouts of personnel files • Diarising

of files for follow-ups • Ensuring that all required documents are available on personnel files •  
Maintaining security in respect of personnel files • Any other reasonable task.

**Requirements:**

Grade 10 and be able to read and write and place items in numeric and alphabetical order, computer literate and 3 years experience in a similar position.

Salary Scale: R78 375,00 – R81 417,00

**ASSISTANT PROPERTY OFFICER**

**Duties:**

The incumbent will inter alia be responsible for the following:

• Leasing of halls • Leasing of elderly accommodation • Issuing of kitchenware • Booking of internal municipal venues : • Any other reasonable task.

**Requirements:**

Grade 12, Property management / leasing of property background, computer literate and 5 years experience in a similar position.

Salary Scale: R144 489,00 – R164 391,00

**CLOSING DATE: 14 March 2014**

**BENEFITS:** As applicable to local municipality

**Mogalakwena Municipality is committed to employment equity and applications from designated groups are encouraged.**

**NB: The language policy of the Council is English**

**Appointments on the above-mentioned positions will be on the competency of the Municipal Manager and no canvassing will be allowed.**

**The compulsory Mogalakwena Municipality's application form and certified copies of qualifications should be fully completed and sent to The Acting Manager: Corporate Support Services, P O Box 34, Mokopane, 0600. If there is insufficient space on the application form, a CV could be attached for additional information.**

**Due to high crime rate/fraud enquiries should strictly be directed to:  
Ms. Baloyi S S – (015) 491 9794 or Ms. L Mogano – (015) 491 9863**



54 Retief Street  
Box 34  
**MOKOPANE**  
0600

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