

MOGALAKWENA MUNICIPALITY

hereby invites applications from experienced, qualified, innovative, committed, energetic individuals with vision for appointment to the following position:

DEPARTMENT OF TECHNICAL SERVICES 1 x ENGINEERING TECHNICIAN (PMU DIVISION)

Duties:

Reporting directly to the Divisional PMU, the incumbent will perform the following duties: 1. Provide Technical support to the Divisional Head. 2. Conduct Technical analysis. 3. Team member of water and sanitation infrastructure planning and design. 4. Construction tender compilation and contract management. 5. Quality control and monitoring of projects. 6. Compiling reports, working schedules, payments certificates. 7. The suitable candidate must be able to provide Technical Support to the PMU Division and assist with management of projects and maintenance. 8. Must have the ability to work independently and support a project team and work accurately and efficiently. 9. Managing and completing multiple tasks within constrained timeframes.

Requirements:

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

Salary Scale: R307,964.00 to R331,747.00 per annum

1 x TECHNICIAN (PMU DIVISION)

Duties:

Reporting directly to the Engineering Technician PMU, the incumbent will perform the following duties: 1. Conduct site visits / meetings to ensure compliance to business plan conditions. 2. Project-manage the labour intensive projects in line with the EPWP framework and the related reporting requirements. 3. Arrange regular project progress meetings. 4. Verify payment certificates and preparation of monthly payment schedule documentation. 5. Assist with other related Municipal infrastructure programmes.

Requirements:

1. Civil Engineering Qualifications (minimum National Diploma)
2. Knowledge of Civil Infrastructure (Water, Sewer, Roads and Storm Water)
3. Minimum 1 to 2 years experience in above discipline
4. Strong written and verbal communication skills
5. Good Client liaison experience
6. Experience in Project Management
7. Good Microsoft Word and Excel experience
8. Experience in a local authority will be an advantage.

Salary Scale: R265,419.00 to R293,073.00 per annum

1 x CLERICAL ASSISTANT (PMU DIVISION)

Duties:

Reporting directly to the Divisional Head PMU, the incumbent will perform the following duties: 1. Supporting and assisting with all administrative duties required by the PMU team 2. Processing related correspondences and assist with report generation 3. Performing data audits 4. Performing register maintenance like site visit reports, OHS registers, etc. 5. Filing of documents.

Requirements:

1. Minimum Grade 12
2. Minimum 2 years experience
3. Strong written and verbal communication skills
4. Good office organizational skills
5. Good Microsoft Word and Excel experience
6. Experience in a local authority will be an advantage.

Salary Scale: R124,185.00 to R141,908.00 per annum

1 x General Worker / Messenger (PMU DIVISION)

Duties:

Reporting directly to the Divisional Head PMU, the incumbent will perform the following duties: 1. Cleaning of building by sweeping, washing, vacuuming, dusting, etc. 2. Taking documents, files, etc. to various departments. 3. Perform any other reasonable tasks.

Requirements:

1. Minimum Grade 8
2. Able to read and write
3. Minimum 1 year experience

Salary Scale: R82,202.00 per annum

CLOSING DATE: 1 April 2016

BENEFITS: As applicable to local municipalities.

Mogalakwena Local Municipality is an affirmative action employer.

NB: The language policy of the Council is English

Appointment for the above-mentioned post will be on the competency of the Acting Municipal Manager and no canvassing will be allowed.

**Due to high crime rate/fraud enquiries should strictly be directed to:
Ms. K Bontsi – (015) 491 9634**

Mogalakwena Municipality's application form / covering letter accompanied by CV and certified copies of qualifications should be sent to **The Manager: Corporate Support Services, P O Box 34, Mokopane, 0600. Only candidates who attach certified copies of qualifications will be short listed.**

PLEASE NOTE THAT FAXED APPLICATIONS WILL NOT BE ACCEPTED.

Should you not hear from us within two months after the closing date, you may assume that your application was unsuccessful. No further correspondence will be entered into with regard to this matter.



The Acting Municipal Manager
Mr. M. Mthombeni
54 Retief Street
Box 34
MOKOPANE
0600

Notice number: 46/2016