



THEMBELIHLE

*Incorporating the towns of Strydenburg and Hopetown
Northern Cape Province, Republic of South Africa*

**LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI**

✉ Private bag X3 HOPETOWN 8750
Church Street HOPETOWN 8750
☎ (053) 2030005/8
Fax (053) 2030490
www.thembelihlemunicipality.gov.za

Thembelihle Municipality, an equal opportunity, affirmative action employer has the following two vacancies in its Technical Department; both of which are fixed term performance-based contract positions. Females are encouraged to apply.

1. VACANCY: PMU OFFICER

**(3 YEAR FIXED TERM PERFORMANCE-BASED CONTRACT TO BE REVIEWED ANNUALLY) (Ref: THEM008)
(Annual remuneration package negotiable between R360 000 and R420 000 Total cost-to-municipality)**

ESSENTIAL NON-NEGOTIABLE REQUIREMENTS

- Grade 12 with preferably an engineering qualification(B Tech Civil/Diploma) or willingness to further your studies (Civil, electrical or mechanical)
- Preferably a minimum of 4 years' experience in Local Government Technical Services
- Proven track record in a Technical position in Local Government or other environment (Construction or Consulting Engineering)
- Good understanding and knowledge of engineering

PREFERRED COMPETENCIES

- Analytical ability and integrity
- Accuracy working with data
- Ability to meet deadlines and working under pressure
- Willingness to work long hours at times
- Ability to interact with people at various and diverse levels

DUTIES: KEY PERFORMANCE AREA

The incumbent will be account accountable to the Manager: Technical Services and be responsible for the following areas:

- Integrating, coordinating, project managing and financially administering the MIG in the area of jurisdiction
- Reporting on all municipal projects funded by government (including MIG, RGIB, NERSA & EPWP)
- Render technical support for and evaluate proposed projects in alignment with the respective Municipal IDP
- Ensuring project compliance with all applicable legislation, policies and conditions applicable to MIG
- Conducting project performance and cash flow reviews
- Liaise with respective stakeholders as well as other line function departments through formal regular evaluation/ progress meetings
- Maintaining and updating as-built drawings of all services in Thembelihle LM and other planning statistics, information and data
- Manage cash flow and committed project expenditure for MIG projects
- Attending site meetings of current projects
- Assisting with the development of Annual Plans, Water Services Development Plans & audits, IDP & sector Plans
- Submitting monthly/ quarterly/ half-yearly and annual non-financial reporting as determined in applicable legislation
- Managing the PMU team and their respective outputs
- Any other reasonable task that may be assigned by the Manager: Technical Services and/ or any other manager directly accountable to the Municipal Manager



THEMBELIHLE

*Incorporating the towns of Strydenburg and Hopetown
Northern Cape Province, Republic of South Africa*

**LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI**

✉ Private bag X3 HOPETOWN 8750
Church Street HOPETOWN 8750

☎ (053) 2030005/8

Fax (053) 2030490

www.thembelihlemunicipality.gov.za

2. VACANCY: DATA CAPTURER/ ADMINISTRATOR

**(3 YEAR FIXED TERM PERFORMANCE-BASED CONTRACT TO BE REVIEWED ANNUALLY) (Ref: THEM009)
(Annual remuneration package negotiable between R120 000 and R160 000 Total cost-to-municipality)**

ESSENTIAL NON-NEGOTIABLE REQUIREMENTS

- Grade 12 , higher qualification highly recommended
- A minimum of 2 years' experience in Local Government or related Technical Services
- Proven track record in Project Management environment in Local Government or related
- Knowledge of Blue & Green Drop processes

PREFERRED COMPETENCIES

- Analytical ability and integrity
- Accuracy working with data
- Ability to meet deadlines and working under pressure
- Willingness to work long hours at times
- Ability to interact with people at various and diverse levels

DUTIES: KEY PERFORMANCE AREA

The incumbent will be account accountable to the Manager: Technical Services and be responsible for the following areas:

- Supporting and assisting with all administrative duties required by the PMU Unit
- Processing related correspondence and assisting with report generation
- Performing data audits
- Performing register maintenance: site reports, OH & S Register etc.
- Maintaining accurate and up to date records
- Generating reports as required
- Managing and maintaining the national monitoring database
- Manipulating data for the preparation of all necessary reports to municipalities and the relevant
- Assisting with monthly/ quarterly/ half-yearly and annual non-financial reporting
- Any other reasonable task that may be assigned by the Manager: Technical Services and/ or any other manager directly accountable to the Municipal Manager

Closing Date: 17 April 2015

Applications should be accompanied by an updated and comprehensively detailed C V with certified copies of qualifications, testimonials, ID document and application letter. No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted. If you don't hear from us within 60 days from the closing date, please regard your application as unsuccessful. Please ensure that the correct reference number reflects on the application.

Please forward applications to:

The Municipal Manager
Thembelihle Municipality
Private Bag X3

HOPETOWN

8750

Tel: 053-2030005/8/442

Enquiries: Manager: Technical Services, attention **Mr S Marufu**