



THEMBELIHLE

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI

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

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EXTERNAL/INTERNAL ADVERTISEMENT

NOTICE NO: 5/2023

Thembelihle Municipality, with its Headquarters in Hopetown hereby invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: TECHNICAL SERVICES

1. POST: PROJECT MANAGEMENT UNIT TECHNICIAN (3 YEAR FIXED TERM CONTRACT)

Remuneration: R458 750.04 per annum.

Abovementioned post offers the following benefits:

- Leave benefits

2. Requirements:

- The PMU Technician must have a National Diploma in Civil Engineering and registered with the Council of Engineering of South Africa.
- Good Project Management Skills and Experience.
- A Certificate in Project Management and professional registration with the Council of Engineering in South Africa will be an added advantage.
- Preferably 3 years exposed experience in a Local Government Technical Department.
- Accuracy working with data.
- Good analytical and interpersonal skills.
- Good communicator.

3. Key Performance Areas:

- Primarily responsible for to integrate, co-ordinate, project management and financially administer the MIG in his area of jurisdiction.
- Ensure project compliance with all applicable legislation, policies and conditions applicable to MIG.
- Project performance and cash flow reviews.
- Liaison with the Provincial and the Senior MIG Manager as well as other line function departments through formal regular evaluation /progress and adhoc basis.
- Submission of monthly, quarterly, bi-annual, annual and ad hoc reports to COGTA as determined in applicable legislation or required by the MIG Management Unit.
- Responsible for management of the PMU team and their respective outputs.

- Technical support and evaluation of proposed projects in alignment with the respective municipal IPD's and the regional and provincial growth and development plans.
- Project-manage the labour-intensive projects in line with the EPWP framework and the related reporting requirements.
- Arrange regular projects progress meetings.
- Ensure compliance of all legal aspects and conditions, required from the different spheres of Government.
- Manage cash flows and committed project expenditure.
- Verify payments certificates and preparation of monthly payment schedule documentation.
- Assist with other related municipal infrastructure programmes.
- Final compilation of monthly, quarterly, bi-annual and annual reports to the Technical Manager.
- Monitor consolidated cash flow performance reports on each project and on the regional programme collectively.
- Verify and reconcile quarterly transfers from national to the DM and LMS.
- Compile all the financial reports (DORA).
- Audit compliance of all legal conditions, required from the different spheres of government.
- Audit and administer the monthly claims and expenditure.
- Compilation of Project Business Plans & Submission.

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and references may be contacted and their qualifications, credit record may be verified and they will be subjected to a police security clearance.

Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager.

Enquiries can be directed to the Human Resource Department: Mr. Pier Jafta at 053 2030 005/8.

Closing date: 26 MAY 2023 at 12h00

**Mr Kgomodikae P Leserwane
Acting Municipal Manager
Thembelihle Municipality
PO Box X3
HOPETOWN
8750
Tel: 053 2030 005/8**

- Canvassing for selection will automatically disqualify an applicant.
 - If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
 - No late or facsimile applications will be accepted.
 - No applications will be considered without certified copies of the original documents of qualifications.
 - The Council reserves the right not to appoint.
 - Correspondence will be limited to short-listed candidates.
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