

## DIPALESENG MUNICIPALITY



### INTERNAL/EXTERNAL ADVERTISEMENT

**Department:** Infrastructure Services

**Position:** Project Management Unit (PMU) Technician

**Salary:** R323 400. 00 — R341 417. 00 (Excl. benefits)

**Level:** 3

**Minimum Requirements:** Grade 12 Certificate. 3 Year Qualification in Civil Engineering. B Tech Degree is an added advantage. A minimum of 2-3 year's relevant experience in construction project management. Local government experience is an added advantage. Registration with ECSA or relevant body will be an added advantage. Must be Computer literate and have good reporting and presentation skills. Valid Driver's Licence (Code 08). The successful incumbent will be subjected to vetting for criminal record clearance.

**Skills and Knowledge:** Programme and project management. Management of Capital projects from various grants. Willingness to work irregular hours. Good communication and inter-personal management. Ability to meet pre-determined deadlines. Able to travel within Mpumalanga for various project related meetings. Knowledge of various construction contracts.

**Responsibilities:** Be responsible for projects planning and design, including compiling business plans for new infrastructure. Ensure project compliance with all applicable legislation, policies and conditions applicable to MIG. Monitor and report progress to immediate supervisor on PMU Projects taking place within the municipality. Conduct site visits to ensure compliance with business plan conditions. Provide technical support to non-technical departments on planning, construction and implementation of capital projects. Liaise with internal and external stakeholder. Check payments certificates and submit monthly payment schedule documentation to immediate supervisor. Coordinate regular progress project stakeholder meetings. Coordinate the handover of completed PMU projects. Perform relevant administration functions and any other duties pertaining to PMU as may be directed by the immediate supervisor. Adhere to all relevant construction conditions of contracts when monitoring projects.

**Department:** Planning and Economic Development

**Position:** Professional Town and Regional Planner

**Salary:** R323 400. 00 — R341 417. 00 (Excl. benefits)

**Level:** 3

**Minimum Requirements:** Grade 12 Certificate. 3 Year's qualification in Town and Regional Planning or Urban and Regional Planner. B Tech Degree is an added advantage. A minimum of 2-3 year's relevant experience in Town and Regional Planner. Registration as a Technical Planner with South African Council of Planners (SACPLAN) or any other relevant body. Local government experience is an added advantage. Registration with ECSA or relevant body will be an added advantage. Must be Computer literate and have good reporting and presentation skills. Valid Driver's Licence (Code 08). The successful incumbent will be subjected to vetting for criminal record clearance.

**Responsibilities: Spatial Planning** – Provide input in the drafting of policies, guidelines and by-laws and facilitate compliance with SPLUMA. Keep abreast with building control legislative requirements impacting on land use planning, conduct investigations into best practices and determine the appropriateness of specific legal procedures for implementation. Consult with other municipalities and Town planning consultants with regards to existing and new policies and guidelines. Advise and provide guidance to the public, applicants and contractors, regarding land use issues affecting the approval of building plans (height restrictions, building lines, etc.). Provide land use planning comments on building plans referring specifically to the zoning scheme regulations, architectural guidelines and appropriate planning legislation. **Town planning evaluations** – Evaluate town planning applications in terms of the Spatial Planning and Land Use Management Act (SPLUMA). Evaluates applications as received and ensures distribution to necessary directorates and external departments for comments. Conduct site visits with the Land Use Inspector to Verify information where applications are unclear. Coordinate the functions of EPWP.

Compiling monthly reports to be captured on the EPWP system. Providing input in developing of EPWP policies, year plans and guidelines. Assisting the GIS Officer with mapping land use and zoning information on GIS database. Responsible for Supervision of subordinates.

**Dipaleseng Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from these designated groups are encouraged to apply.**

*Forward your application with a covering letter stating clearly the position applied for together with detailed CV and certified copies of qualification for the attention of Director Corporate Services, Private Bag X1005 Balfour 2410 or hand deliver applications at Dipaleseng Local Municipality Offices at Corner Themba Shoji and Johnny Mokoena Street, Balfour 2410 in application box at Reception, on or before **09 October 2020. NB\***. No faxed or e-mailed applications will be considered. Administrative enquiries should be forwarded to Human Resources, **Thulani Mahlangu at 087 527 0539.***

  
J.M. Mokgatsi  
Acting Municipal Manager

28 September 2020