

## DIPALESENG MUNICIPALITY



### ADVERTISEMENT

**Department:** Infrastructure Services

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

**Salary:** R370 081. 00 – R390 6987. 00 per annum (basic salary which exclude benefits i.e. travelling allowance, housing allowance, medical aid, 13<sup>th</sup> Cheque bonus and pension fund)

**Post Level:** 03

**Minimum Requirements:** Grade 12. A relevant National Diploma in Engineering. • Computer literacy: MS Office. A minimum of 3-5 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. Planning and Management of Capital projects from various grants. Problem solving skills. Willingness to work irregular hours. Good communication and inter-personal management. Ability to handle pressure and meet pre-determined deadlines. Able to travel within Mpumalanga and outside the province 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. Verify 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.

*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 Acting 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 **15 February 2024**. **NB\***. No faxed or e-mailed applications will be considered. Administrative enquiries should be forwarded to Human Resources, **Thulani Mahlangu at 017 004 0027**.*

A handwritten signature in black ink, appearing to read 'L. Cindi', is written over a horizontal line.

Mr. L. Cindi

**MUNICIPAL MANAGER**

Date: 29/01/2024