

DIPALESENG MUNICIPALITY



RE-ADVERTISEMENT

Department: Infrastructure and Services

Position: Manager Project Management Unit (PMU)

Salary: R442 662.00 (**R728 725.00** Total cost to the employer which includes benefits i.e. travelling allowance, housing allowance, medical aid, 13th Cheque bonus and pension fund)

Post Level: 01

The incumbent will report directly to the Director: Infrastructure Services

Minimum Requirements: Grade 12. B. Tech Degree Civil Engineering or Postgraduate Diploma in project management. Certificate in Municipal Financial Management Program will be an added advantage. Certificate in Project Management.

A minimum of 5-8 **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 B). The successful incumbent will be subjected to vetting for criminal record clearance.

Core Competencies: Programme and Project Management. Financial Management. Service Delivery Management. Problem-solving management. People management and empowerment. Client Orientation and customer focus. Sound knowledge of Policies and procedures relevant to PMU. Complete in self-management. Knowledge of performance management and reporting. Willingness to work irregular hours. Ability to meet conflicting deadlines

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; bid specification and tender documents. 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. Submit monthly, quarterly, annual and ad hoc reports to CoGTA as determined in applicable legislation or as required by MIG Management Unit. Manage the PMU subordinates and their respective inputs/outputs. 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.

Candidates who previously applied are encourage to re-apply.

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

Interested persons meeting the above-mentioned requirements are requested to complete Annexure B application form for employment that is accessible on our website www.dipaleseng.gov.za/vacancy together with a detailed CV and certified copies of qualifications for the attention of the Acting Director Corporate

Services, Private Bag X1005, Balfour, 2410 or hand deliver applications at Dipaleseng Local Municipality, Corner Johnny Mokoena and Themba Shozi Street, Balfour, 2410 **on or before 03 May 2024**. No faxed or e-mailed applications will be considered. Administrative enquires should be forwarded to Human resources, Mr. Thulani Mahlangu at 017 004 0027.

Applicants who do not receive feedback 60 days after the closing date must accept that their applications were unsuccessful. NB: The municipality reserves the right not to make an appointment.



MR. L. CINDI
MUNICIPAL MANAGER

Date: 15/04/2024