

DIPALESENG MUNICIPALITY



ADVERT

Department: Infrastructure Services

Position: PMU Technician

Salary: R476 964. 00 per annum basic salary (which excludes benefits i.e. travelling allowance, housing allowance, medical aid, pension fund and 13th Cheque bonus)

TASK Grade Level: 14

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. 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: Drafting input for capital / operational expenditure estimates to support plans and objectives. Drafting of tender documents for appointment of Contractors and Consultants. Providing technical support on other related Municipal Infrastructure programmes. Providing inputs on technical reports and design reports. Providing Technical support and evaluation of proposed projects in alignment with the respective municipal IDPs and the regional and provincial growth and development plans. Conducting site visits / meetings to ensure compliance to business plan conditions. Responsible for cash flows and committed project expenditure. Verifying payment certificates and preparation of monthly payment schedule documentation. Maintaining the project performance data on national database. Assisting with other related municipal infrastructure programmes. Checking data captured and reports submitted by the sub-ordinate. Monitoring and report progress to immediate supervisor on PMU Projects taking place within the municipality. Checking payments certificates and submit monthly payment schedule documentation to immediate supervisor for approval. Completion of monthly, quarterly, bi-annual and annual reports to the immediate supervisor. Monitoring the consolidated cash flow performance reports on each project and on the regional programme collectively. Verifying and reconcile quarterly transfers from national to the DM and LMs. Compiling all the financial reports (DORA). Ensuring compliance of all legal conditions, required from the different spheres of government. Administering the monthly claims and expenditure. Ensuring that projects are implemented in line with the approved specifications and policies. Ensuring the quality of works on projects. 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. Conduct site visits to ensure compliance with business plan conditions. Liaise with internal and external stakeholder. 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.

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 **01st November 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.

Applications 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.

The Municipality subscribes to the principles of Employment Equity and candidates from the designated group as defined in the Act will receive preference

Mr. L. Cindi
Municipal Manager