



The municipality (NW 404) is situated in the North West Province, with its headquarters in Wolmaransstad.

VACANCY	EXTERNAL
CLOSING DATE: FRIDAY 20 DECEMBER 2019	

Invitations are invited from candidates who meet the requirements of the following vacancy:

VACANCY	REMUNERATION LEVEL	REQUIREMENTS	DUTIES
Project Management Unit Manager (PMU) 5 Years fixed contract	Negotiable	<ul style="list-style-type: none"> ➤ Matric ➤ National Diploma in Civil Engineering ➤ 3-5 years' experience at supervisory / managerial level in PMU areas within the Municipality ➤ Driver's license ➤ Computer literacy ➤ Registration with relevant body will be an advantage 	<ul style="list-style-type: none"> ➤ Manager MIG projects in alignment with all principles and objectives underpinning the design of the programme as contained in the MIG Policy Framework ➤ Ensure adherence to the labor-intensive objectives as detailed in the Expanded Public Works Framework document and the code of good practice for Special Public Works 25/01/2002. Ensure the integration of the MIG Programme and the other non-MIG funded programmes within the framework of the Municipality's pre-existing Integrated Development Plan. ➤ Financial administration of MIG funds, and financial reports within the Municipal and National accounting systems for infrastructure projects of the municipality Project Management including tendering, risk analysis, planning, cost control, conducting regular project meetings, contracting and quality control ➤ Conducting site visits/meetings to ensure compliance. Maintain performance data on national database. Prepare tenders. Verify payment certificate and prepare monthly payments ➤ Ensure all projects meet overall planning objectives and specific key performance indicators as per approved business plan to the MIG unit and prepare presentations at the Provincial and National Progress meetings ➤ Submit reports to relevant stakeholders ➤ Manage PMU personnel

NB: Municipal APPLICATION FOR EMPLOYMENT FORM will be accepted (Obtainable at the Human Resources Office) and must be clearly marked with the Post Title and accompanied by certified copies of certificates and qualifications. All duly completed applications for employment must be directed for the attention of Acting Divisional Head Human Resources (P. Mogale), Corporate Wing

The Municipality reserves the right not to make any appointment.

NB: Maquassi Hills Local Municipality is an Equal opportunity employer, therefore welcomes applications from people with disabilities and these positions will be filled in line with our EE targets. Canvassing of Councillors or employees, in respect of the positions, will lead to immediate disqualification of the application. Only candidates shortlisted for interviews will be corresponded with. Faxed or e-mailed applications will not be accepted. Please note that if candidates are not contacted within three months (90 days) after the closing date, please accept that your application was unsuccessful, and communication will be limited to successful candidates. Please note that recommended will undergo risk assessments, including inter alia the verification of curricula vitae, all qualifications and criminal records. The appointments will only be made upon successful verification thereof.

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