

VACANCIES

Enquiries: NM Ngwenya
Telephone: 016 973 8392

NOTICE: 14/2023/2024 INTERNAL AND EXTERNAL (NATIONAL)

Metsimaholo Local Municipality, an employment equity employer, with its Head Office situated in Sasolburg, is looking for suitably qualified person to fill the under-mentioned post:

POSITION: MANAGER PROJECT MANAGEMENT UNIT – (SASOLBURG)

DIRECTORATE: TECHNICAL AND INFRASTRUCTURAL SERVICES

DIVISION: PROJECT MANAGEMENT UNIT

Minimum requirements:

- BSc/B Eng Civil Eng/Project Management, B Tech in Civil Eng/Project Management.
- Eligibility for registration as Pr Eng/Pr Tech Eng/SACPCMP as Professional Construction Project Manager.
- 8 Years or more relevant experience post registration with atleast 5 years proven managerial and supervisory experience is required.
- Computer Literacy.
- Valid drivers licence.

Competency requirements:

- Financial Management
- People Management
- 1. Planning and Organising
- 2. Monitoring and Control
- 3. Service Delivery Orientation
- 4. Project Management
- 5. Communication

Main Duties

Provide Financial Management Directive:

- Manages and monitors financial risk.

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- Identifies and implements partnerships and explores alternate avenues to achieve financial spend and improved service delivery.
- Evaluates financial impact of strategic decisions across the municipality.
- Sets strategic direction in the allocation of funding based on the utilization of cost-benefit thinking to established IDP priorities.
- Manages continuous alignment of budget, resources and IDP plans.
- Manages programmes to ensure effective budget spend and prevention of fruitless and wasteful expenditure.
- Develops corrective measures/actions to ensure alignment of budget to financial resources.
- Manages more complex contracts.
- In-depth understanding of SCM practices and procedures.
- Has knowledge and understanding of national policy and legislation impacting on municipal finance.

Coordinate Plans and Ensure Effective Implementation:

- Sets short term and longer-term project plans and cascades it to the work team and individual performance objectives. Identifies and allocates resources accordingly.
- Develops integrated plans for the work unit and others that interface with the departments' budget. Develops scenarios on projects.
- Assists others to plan and organise their work.
- Develops contingency plans for potential problems.
- Manages and plans for risk aversion.
- Attends to and manages multiple tasks / projects and details by focussing on key priorities and delegation to others.
- Project feasibility studies and business plans: This includes commissioning and managing project feasibility studies and the development of project business plans. Where appropriate the PMU should facilitate the involvement of other municipal departments in the processes.
- Projects and forecasts short, medium, and long-term needs for the municipality.

Monitoring and Control Project:

- Manage the establishment of a system to follow up on projects/tasks /assignments for reporting on IDP and other deliverables.
- Notices errors or problems prior to projects being completed and rectify through appropriate actions.

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- Gathers information on the probability of success and the consequences of failure.
- Builds due dates into assignments, tasks, and delegations.
- Effectively communicates milestones and expected results.
- Vigilantly watches over project processes, tasks, and work products to ensure freedom from errors, omissions, or defects and
- Able to set up systems and procedures to collect data, formulate and report on project progress to comply with the municipality's governance requirements.
- Sets up feedback mechanisms to monitor work / projects in progress.
- Manage the establishment of a system to follow up on projects/tasks/assignments for reporting on IDP and other deliverables and
- Managing capital grants funding: This includes managing all grants funding within the municipal accounting system, for infrastructure projects using grants funds.
- Co-ordination of all projects serviced by the PMU. The PMU is not responsible for identifying projects in the IDP planning process but should liaise closely with municipal planning departments and the PIMSS center.
- Monitoring and reporting: This includes management of a monitoring database and preparation of all necessary reports to both the Council and to the MIG.
- Ensures that all information is available in the preparation of documentation, failing which estimates, deductions, assumptions and or projections are made to ensure the completeness of documentation.
- Checks against standards and regulations and signs off on documents as per delegated authority.

Service Delivery Orientation:

- Speaks effectively on service delivery matters to internal and external stakeholders.
- Understands and articulates community needs in local government project plans.
- Manages community expectations within financial, technical, and capacity constraints.

Manager Projects Capability:

- Execute the project according to the project plan.
- Develop forms and records to document project activities.
- Set up files to ensure that all project information is appropriately documented and secured.

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- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project.
- Managing MIG funding: This includes managing MIG funding within the municipal accounting system, for infrastructure projects using MIG funds.
- Project management: This includes all activities to ensure that projects meet planning objectives and targets.
- Project related capacity building: The PMU is responsible for ensuring that project-related capacity building and development objectives are met. Where economies of scale can be achieved through capacity building initiatives across a range of projects, the PMU should facilitate a programmatic approach.
- Evaluation: This includes the assessment of the impact of the MIG program.
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.
- Typically manages major projects with extensive long-term impact and which are of a higher risk and complexity or may be medium sized programmes.
- Accountable for all phases and aspects which will ensure the successful delivery of the project.
- Makes final interpretive decisions on programme implementation issues of a complex nature in unpredictable environments, which have an impact across the municipality or in external service delivery.
- Lead and head a programme team and manages staff.
- Manages all resources involved in the project. Must be able to exert influence across departments who do not necessarily report to the project manager.
- Ensure best practices in municipal projects for public facilities and major and ongoing capital improvement construction projects.

Salary: R 713 434.12 per annum (post level 01) subject to job evaluation. Plus (Car Allowance, Cellphone Allowance, Housing Subsidy, and other Benefits i.e. Medical Aid, U.I.F, Pension and Group Insurance).

NB: THE COUNCIL RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENTS TO THE ABOVE POSITION.

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The above advertised position is Permanent Employment Contract stationed at the Head Office: Main Municipal Building in Sasolburg – Fichardt Street, **unless stated otherwise.**

All applications **must** be in the Prescribed Application Form (Annexure B) of the Local Government Municipal Staff Regulations, including comprehensive CV with originally certified copies of qualifications (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof), driver's license and identity document should be directed to: Mr. F J Motloung, Acting Municipal Manager, Metsimaholo Local Municipality, P.O. Box 60, Sasolburg 1947. Applications can also be hand delivered at our Head Office in Sasolburg 10 Fichardt Street Civic Centre at Human Resources Division, first floor, main building Room 106.

Faxed, e-mailed, late applications and applications not made on the prescribed application form, Z83 applications will not be considered. Fraudulent qualifications or documentation will immediately disqualify offending applicant.

The shortlisted candidates will be subjected to, qualification verification, reference check, and criminal records checking (where applicable). Successful candidates will undergo a competency-based assessment (where applicable). The incumbent will be subjected to the signing of Employment Contract on or before assumption of duty, and Disclosure of Financial Interest.

Correspondence will be limited to shortlisted candidates only. Candidates who have not been contacted within three (03) months of the closing date, should consider their application unsuccessful.

Closing date: 08 March 2024

AT 16:00

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