



MKHONDO

LOCAL MUNICIPALITY

EXTERNAL ADVERTISEMENT

Mkhondo Municipality, which is a gateway to the Province of Mpumalanga from Kwa-Zulu Natal and Swaziland, seeks to appoint highly motivated self-starters and visionaries to the extremely challenging positions of

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

DIVISION: PROJECT MANAGEMENT

Project Manager x 2

Ref: PM/34/22

MINIMUM REQUIREMENTS

- Grade 12
- Minimum 3 Years National Diploma in Civil Engineering or Equivalent Relevant Qualification in Built environment
- Registration with ECSA as a candidate technician will be an added advantage
- Computer Literacy.
- Valid driver's license
- 3 Years post qualification relevant experience

OTHER REQUIREMENTS

- Must be Innovative
- Able to work under pressure
- Good interpersonal Skills
- Be in good Health (Physically and Mentally)
- Have Negotiation Skills
- Good Leadership Skills
- Be Able to work with a Team
- Sight, hearing and speech ability

RESPONSIBILITIES

- Delivering technical support and evaluating proposed projects in alignment with the respective municipal IDPs and the regional and provincial growth and development plans.
- Assisting with other related municipal infrastructure programmes.
- Ensuring compliance with all legal aspects and conditions, as required by the various spheres of government.
- Verifying payment certificates and preparing monthly payment schedule documentation
- Conducting site visits/meetings to ensure compliance with business plan conditions.
- Preparing project progress report and contractors performance report
- Ensure that sector policies and procedures exist, that is in line with Project Management Unit regulations.
- Preparing tender documents for the external service providers (consultants and contractors).
- Ensuring wearing of appropriately Protective Clothing and Equipment by all workers on site and lead by example.
- Participate in various meetings (council, internal and external forums) and provides comments /opinions on matters affecting or concerning the functionality.

Remuneration: (R700 834.17 Total cost to Company)

CLOSING DATE & TIME: 04 November 2022 @ 14h30

Enquiries: Mr. Wandile Ngwenya or Zinhle Khumalo 017 2850 200

To apply:

Please forward your application on the form “Application for Employment” that can be obtained from our offices or on the Municipal website, concise CV together with original certified copies (not older than three months) of all relevant qualifications, Identity Document, and Valid Driver’s License with at least three contactable references to

Hand delivery

or

Post

Senior Manager: Human Resources
Civic Centre
Corner Mark and De Wet Street
Piet Retief
2380

Senior Manager: Human Resources
Mkhondo Local Municipality
P.O. Box 23
Piet Retief
2380

Failing to sign the “Application for employment” form will constitute an automatic disqualification

Note: Correspondence will be conducted with short-listed candidates only

No faxed or e-mailed applications will be accepted

If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful.

The Municipal is committed to the implementation of its Employment Equity Plan, and in this vein, appropriately **qualifying women and people with disabilities** are particularly encouraged to apply.

Mkhondo Local Municipality reserves the right not to make an appointment.

**BA MASEKO
ACTING MUNICIPAL MANAGER
MKHONDO LOCAL MUNICIPALITY**