



**MKHONDO**  
LOCAL MUNICIPALITY

## **EXTERNAL/INTERNAL 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 position of

**DEPARTMENT: TECHNICAL SERVICES**

**DIVISION: PROJECT MANAGEMENT**

**PMU TECHNICIAN**

**(FIVE YEARS CONTRACT)**

**Ref: TS/PM/SMPM/03**

### **MINIMUM REQUIREMENTS**

- A Grade 12 (National Senior Certificate)
- A minimum of a 3-Year tertiary qualification National Diploma in Electrical Engineering
- 02-05 years of Experience in electrical Engineering / Project Management field
- Valid driver's license

### **ADDED ADVANTAGE**

- Bachelor's Degree in Electrical Engineering
- Diploma in project management and ECSA registration will be added advantage

### **OTHER REQUIREMENTS.**

- Physical ability to do the work
- Good Communication Skills (Written and Verbal)
- Ability to work long hours and meet deadlines
- Project management Skills
- Able to work with a team
- Observation skills (Attention to detail)
- Ability to interpret and apply policies and procedure

### **RESPONSIBILITIES**

- Decisively manage activities / tasks associated with projects inception, planning, and contract administration, ensure project are executed with quality as per an approved specification and adhere to project management principles.
- Prepare reports on financials and non-financial performance to the DMRE about INEP and EESDM in all different stages of the projects. Plan, oversee and direct Small, Medium and large electrical projects
- Develop estimates for all electrical project planned for implementation, monitor the budget and resources.
- Alignment of projects done by Eskom with the municipality and ensure all specification required are met in Eskom licensed areas.

- Develop procurement documentation for engineering consultants and contractors. Conduct inspections, site visits and progress/technical/project steering committee meetings on an ad hoc basis.
- Verification of quantities and payment certificates and assisting with other related municipal infrastructure programmes.

**Remuneration:** All Inclusive package

**CLOSING DATE & TIME 08 AUGUST 2024 @12h00**

**Enquiries:** Wendy Mahlangu and Lyzette Botha

**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

Vetting and screening may be done on successful candidates

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.***

**MJ MKHONZA  
ACTING MUNICIPAL MANAGER**