



**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 positions of:

**DEPARTMENT: TECHNICAL SERVICES**  
**PROJECT MANAGER**  
**(FIVE YEARS FIXED TERM CONTRACT)**  
**Ref: TS/PMU/PROMNG/01**

### **MINIMUM REQUIREMENTS**

- Grade 12
- A relevant 3 year tertiary qualification, preferably a 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: MS Office
- Valid driver's license
- 03 years' post qualification relevant experience

### **ADDED ADVANTAGE**

- Degree in Civil Engineering or equivalent relevant qualification in Built environment.

### **OTHER REQUIREMENTS**

- Good Communication Skills (Written and Verbal)
- Ability to work long hours and meet deadlines
- Good leadership skills
- Be computer literate
- Attention to detail
- Good interpersonal skills

### **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).
- Participate in various meetings (internal and external forums) and provides comments /opinions on matters affecting or concerning the functionality.
- 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.

**Remuneration:** R 782 278.95 per annum (Total cost to Company)

**CLOSING DATE & TIME:** Monday, 14 APRIL 2025 @ 12h00

**Enquiries:** Human Resources

**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 Municipality 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**  
**MUNICIPAL MANAGER**

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