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NOTICE NO. 34 OF 2024

EXTERNAL STAFF VACANCY

Applications are invited from suitably qualified persons for the below-mentioned posts. King Sabata Dalindyebo Municipality is committed to employment practices that redress past imbalances in respect of race, gender, creed and disability, and as such the relevant policy will be considered during selection and placement.

DEPARTMENT	: TECHNICAL SERVICES
POST	: MANAGER: PMU
GRADE	: T.A.S.K. 16
EMPLOYMENT CONTRACT	: FIVE (5) YEARS FIXED CONTRACT
TOTAL REMUNERATION PACKAGE	: MINIMUM: R 1, 057, 845.00 PER ANNUM MIDPOINT: R 1, 156, 186.00 PER ANNUM MAXIMUM: R 1, 177, 291.00 PER ANNUM

MINIMUM REQUIREMENTS

- Grade 12;
- Bachelor's Degree in Civil Engineering or relevant civil engineering qualification at NQF level 7;
- Project Management Certificate;
- At least 5 years' work-related experience in Local Government of which 3 years must be at supervisory level;
- Valid registration with ECSA;
- Proof of Computer Literacy; and
- Valid Drivers License.

KEY PERFORMANCE AREAS (include but not limited to):

- Manages the formulation of specific contracts and tender documents and controls contractual obligations;
- Controls the professional, technical and operational respect core service delivery related to project;
- Manages and controls the planning and execution of specific approaches associated with the delivery of core services;
- Manages developmental and project management processes associated with resourcing, implementation, monitoring and communication phase of infrastructure projects.
- Oversee specialist consultants by technical briefings and overseeing of technical designs, drawings, specifications and tender documentation to ensure that projects are designed according to operational requirements.
- Oversee Contractors by applying project quality procedures to confirm that construction is done according to predetermined specifications
- Oversee Contractual Compliance in all projects by ensuring adherence to relevant legislations and policy provisions.
- Administer project cost control systems by applying project administration skills to ensure that the Municipality conforms to the Municipal Finance Management Act including payment of service providers in line with the Act.
- Manage staff and in-house project team by applying design knowledge, management skills and technical assistance to ensure that resources are utilised cost effectively;
- Manage and implement the performance management system of the unit.
- Manages the administrative and reporting requirements of the functionality.

DEPARTMENT	:	OFFICE OF THE MUNICIPAL MANAGER
POST	:	LEGAL ADMIN OFFICER: CONTRACTS
GRADE	:	T.A.S.K. 11
EMPLOYMENT CONTRACT	:	PERMANENT
SALARY SCALE	:	R 318, 308.00 – 413, 195.00 PER ANNUM (PLUS BENEFITS)

MINIMUM REQUIREMENTS:

- Grade 12
- A Bachelor of Laws
- Certificate in Contract Management will be an added advantage;
- At least 3 years work-related experience in contracts management;
- Proof of Computer Literacy; and
- Valid Driver's License.

KEY PERFORMANCE AREAS (include but not limited to):

- Drafts, editing, interprets and verify contractual agreements and SLA for the municipality;
- Coordinate the internal support to Departments on contracts management issues;
- Provides legal counsel and assistance to departmental units, aiming to enhance their operational frameworks and contractual agreements.
- Conduct assessments and thorough vetting of contract risk management.
- Verify, review and comment on municipal procedures, policies and by-laws to ensure compliance with the related law prescripts.

Enquiries may be directed to the Staff Provisioning Office at 047 495 1010 (Munitata Building, Mthatha).

PLEASE NOTE:

1. Preference will be given to a suitable qualified person in line with the Employment Equity Act and approved employment equity plan of KSD Municipality. Applicants from designated groups are encouraged to apply especially women and people with disabilities.
2. Applicants should submit their applications together with a covering letter, CVs and certified copies of their qualifications, academic record, [Matric certificate must also be attached] ID- document and Driver's licence [where applicable].

3. Faxed and emailed applications, applications received after the closing date and time, and applications without certified copies of documents will strictly not be considered.
4. Canvassing for appointment to the positions and corroborating proof thereof will result in disqualification of a candidate.
5. Appointment will be subjected to compulsory pre-employment screening in the form of determining the validity of qualifications, current and previous employment reference checks, criminal checks and competency assessments (where applicable). Applicants in possession of foreign qualification/s must attach a certificate of evaluation from SAQA.
6. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted after 30 days from the closing date of the advertisement, please consider your application unsuccessful.
7. **CLOSING DATE: NOT LATER THAN 13 SEPTEMBER 2024.**

The Council reserves the right to appoint or not to appoint any candidate if in its view no suitable candidate could be found.

Applications must be forwarded to:

Office 312 Archives and Registry, Third Floor, Munitata Building or Post to: The Director Corporate Services, KSD Local Municipality, P. O. Box 45. MTHATHA 5099.



**N. PAKADE
MUNICIPAL MANAGER**

KSD Fraud and Corruption Hotline 0800 360 634