

EMAKHAZENI LOCAL MUNICIPALITY

VACANCIES

Emakhazeni Local Municipality consists of four units of service namely, Emakhazeni, Dullstroom, Emgwenya and Entokozweni. The municipality is responsible for providing basic services to eight (8) wards, many of which are rural in character. Emakhazeni Local Municipality needs the services of competent, motivated persons with the necessary qualifications and experience for the following vacancy, to assume duties as soon as possible.

DEPARTMENT	:	INFRASTRUCTURE, PLANNING AND SOCIAL DEVELOPMENT
POSITION	:	PMU TECHNICIAN
SALARY	:	TASK GRADE 13
REQUIREMENTS	:	Grade 12, B-Tech or National Diploma in Civil Engineering, Registration with ECSA as a Professional Technician or Candidate Technician will be an added advantage, a minimum of 2 years experience in Project Management Environment preferably in local government, a valid driver's license.
DUTIES	:	Delivering technical support and evaluating projects in alignment with the respective municipal projects in the IDP. Arrange regular projects progress meetings, ensuring project compliance with all applicable legislations, policies and conditions conducting site visit/meetings and supervise Contractors on behalf of the municipality to ensure compliance with business plan conditions, assist the Deputy Manager PMU in monitoring cash flow and project expenditure. Assist in the administration of all projects including quality assurance, risk management, do measurements and recommend payment of professional fees and Contractors certificate, verifying payment certificates and preparing monthly payment scheduled documentation, compiling all financial reports required by DORA and submit to the Deputy Manager PMU, assist with other related Municipal Infrastructure Programmes. Perform any other duties as assigned by the Manager Infrastructure, Planning and Social Development and/or his designate.
BENEFITS	:	All usual fringe benefits applicable to a category 2 Municipality

NOTE: Emakhazeni Local Municipality is an equal opportunity employer and considering Employment Equity, women candidates including those living with disabilities are encouraged to apply.

Application forms are available from the Corporate Services Department in Emakhazeni, Dullstroom, Emgwenya and Entokozweni and can be downloaded from www.emakhazeni.gov.za and should be addressed to:

The Acting Municipal Manager
P.O. Box 17
BELFAST
1100

Enquiries: Mr. M. Kutumela/ Mr. L.O. Sindane @ (013) 253 7600

CLOSING DATE: 15 January 2018 @ 12:00

***If you do not hear from us by 16 February 2018, consider your application not successful
The municipality reserves the right to appoint or not to appoint any person.***

MR.P.J. NHLABATHI
ACTING MUNICIPAL MANAGER