



MARULENG MUNICIPALITY

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HOEDSPRUIT
1380

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MOPANI DISTRICT

CORPORATE SERVICES

ADVERT

Applications are invited from suitably qualified and experienced candidates to fill the following vacant position:

Position : **Manager: PMU**
Directorate : **Technical Services**
Type : **Five (5) year fixed term contract**
Total Remuneration Package: R774 263.49 per annum (all-inclusive)

Requirements: Bachelor/BTech degree in Civil Engineering or relevant equivalent qualification. Must have certificate in Project management, knowledge of Municipal Infrastructure Grant (MIG), Expanded Public Works Programme (EPWP), Project Management and Civil Engineering Design Packages. Monitor Existing Municipal Infrastructure, Responsible for the Implementation of the Municipal Maintenance Plan. A minimum of four (4) years relevant experience in Municipal Engineering. A valid code 08 driver's licence. Registered with professional body will be an added advantage. Good communication and presentation skills. Computer literacy in MS Software packages viz. Word, Excel, Project etc.

Responsibilities: Delivering Technical support and evaluating proposed project in alignment with respective Municipal IDPs and the regional and provincial growth and Development plans. Project Labour intensive projects in line with the EPWP frame work and the related reporting requirements. Ensure compliance with all legal aspects and conditions as required by the various spheres of Government. Conduct site visits/progress meetings to ensure compliance with Business Plans conditions, specifications and designs. Preparing monthly payments schedule documents. Maintain project performance data on a national database (MIS). Supporting and assisting with all legislative issues as required by MIG. Process related correspondence and assistance in report generation. Ensure compliance with OH&S and other related legislative framework. Link with the Municipal procurement unit, information technology data audits. Coordinating opening and hand over ceremonies of complete project. Assist with the preparation and implementing MIG capacity building business plans in alignment with the Municipal Business Plan, MIG orientation workshops etc. Assist with facilitating community liaison linkages to ensure full community participating at all stages of a projects life cycle. Assist with the conducting bi-annual social economic impact assessments on selected projects as required by the MIG Units. Assist with the co-ordination of project based capacity building in terms of Job creation with the focusing introducing labour based



on construction methodology and development of SMMEs where technically feasible. Assist with other related Municipal Infrastructure programmes. Manage cash flow and committed project expenditure for MIG projects. Approval of designs and contractor management. Verify payment certificate and prepare monthly payments schedule documents for MIG and own funded projects.

Maruleng Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) in the municipality through filling of this positions and candidates whose appointment /transfer/promotion will promote representation will receive preference. The municipality reserves the right not to fill the advertised positions.

Correspondences will only be entered into with short listed candidates. If you do not receive notifications regarding your applications within 90 days of the closing date, kindly assume that your application was not successful. Applicants will be penalized for canvassing

Applications should be in the form of municipal application form obtained from our website: www.maruleng.gov.za, curriculum vitae and certified copies of qualifications and identity document should be directed to: Municipal Manager, Maruleng Municipality, P.O Box 627, Hoedspruit, 1380. Faxed, Late, and Z83 applications will not be considered. Closing date for applications is 17 June 2022 at 12H00. Direct your enquiries to Mrs. Ramohlola Kidibone or Ms Mahlo Mokhobedi @ 015 793 2409.