



# TSWELOPELE

LOCAL MUNICIPALITY

A MUNICIPALITY IN PROGRESS

Tswelopele Local Municipality is an equal opportunity employer and requires the services of a suitable qualified person with relevant experience to fill the following vacancy:

## INTERNAL & EXTERNAL ADVERTISEMENT

### 2 X PMU TECHNICIAN [CONTRACTUAL POSITION]

**REQUIREMENTS** ⇒ An appropriate National Diploma or Higher in Civil Engineering (Only From University/University of Technology) ♦ A minimum of 5 years' experience in Project Management in a managerial position within a local government environment ♦ A broad understanding of municipal finance management processes.

**TECHNICAL KNOWLEDGE** ⇒ The successful candidate will have to demonstrate proficiency, acquired through proven work experience at managerial level, preferably in all technical aspects of project management.

**RESPONSIBILITY / DUTIES** ⇒ Technical support and evaluation of proposed projects aligned with the Municipal IDP ♦ Management and labour-intensive project in line with MIG / EPWP guidelines and the reporting requirements ♦ Ensure compliance of all legal aspects and conditions, required from different spheres of government ♦ Conduct site visits / meetings to ensure compliance with contract and business plan conditions ♦ Manage cash flow and commitment on project expenditure ♦ Checking of claims, tenders and monthly claim calculations ♦ Verify payment certificates and preparation of monthly payment schedule documentation ♦ Maintain project performance data on national database ♦ Assistance with other related municipal infrastructure programs ♦ Job creation with focus on introducing labour intensive methodology and development of SMME's where technically feasible ♦ Facilitation of full community participation in all stages of the project life circles.

**SALARY** ⇒ **NEGOTIABLE**

**BENEFITS** ⇒ Normal fringe benefits applicable to a Grade 2 municipality.

**CLOSING DATE** ⇒ 05 September 2018 @ 12:00

Further information / application forms are available from the Municipal website.

**Applications on the prescribed official form**, with a comprehensive CV, should be forwarded to: The Municipal Manager, PO Box 3, Bultfontein 9670.

If not contacted within 30 days after the closing date, applicants should regard their applications as having been unsuccessful.

Fraudulent qualifications / documentation / driver's licence, will immediately disqualify any applicant. A candidate who canvasses any councillor for preference will be disqualified from the selection process or from appointment.

MRE MOGOPODI  
MUNICIPAL MANAGER  
16 AUGUST 2018