

# **JOE GQABI DISTRICT MUNICIPALITY**

## **NOTICE NO: 11/2024**

Joe Gqabi District Municipality, with its seat in Barkly East, covers the area of Walter Sisulu Local Municipality (Burgersdorp, Steynsburg and Venterstad, Aliwal North and Jamestown), Senqu LM (Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw) and Elundini LM (Ugie Maclear, Mount Fletcher and the rural part of Tsolo and Qumbu).

**RE-ADVERTISEMENT** - *Applicants who previously applied need not to re-apply as their applications will automatically be considered.*

**APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES ARE INVITED FOR THE FOLLOWING POSITION IN THE PROJECT MANAGEMENT UNIT (PMU):**

### **SENIOR TECHNOLOGIST (PMU SECTION) - (5 YEAR FIXED TERM CONTRACT)**

#### **REMUNERATION**

An all-inclusive amount of **R969 823.04** remuneration package is an offer.

#### **Requirements:**

- An NQF Level 7 in Built Environment / Civil Engineering (B Sc. / B Tech Degree / Advanced Diploma in Civil Engineering or equivalent qualification).
- Minimum 4 years' experience practicing as an Engineer / Project Manager.
- Proven Project Management, leadership and communication skills.
- Membership of Engineering Council of South Africa or eligible for registration.
- Sound computer knowledge.
- A valid driver's licence (a minimum Code B)

#### **Key Performance Areas:**

- Report to the PMU Manager
- Contributing to the development of the division's strategy by drafting input relating to the key performance and results indicators of the section and submitting it to the immediate superior for further processing;
- Supporting the immediate superior when presenting the division's policies, and strategy to the stakeholders by responding to technical questions that are specific to the key performance and results indicators of the section
- Facilitating the handover of the site to the contractors;

- Conducting regular projects performance reviews per the requirements specified in the projects plan by comparing actual performance to the planned performance;
- Assessing the status of projects to identify any problems that might result in a deviation from the plan and evaluating and recording submitted requests regarding the changes in the project plans, drafting recommendations for changes or solutions, and forwarding requests to the immediate superior for further action;
- Tracking all requests, monitoring, and reporting on the implementation of the approved changes or solutions;
- Coordinating and monitoring the preparation and submission of works completion lists and physical completion reports on the completion of projects by service departments and contractors.
- Coordinating, monitoring, and expediting the preparation and submission of all as-built drawings and design documentation on completion of a project.
- Coordinating and expediting the procurement of all operating and maintenance manuals as well as all warranties and guarantees from the service providers contracted by the municipality
- Preparing and forwarding the project closeout report to the immediate superior for further action.
- Manage the planning and implementation of the District Municipality's MIG projects and all other infrastructural projects of Council.
- Manage the planning and implementation of the EPWP Incentive Grant.
- Ensure project compliance with all applicable legislation, policies and conditions applicable to MIG and all other grants with regards to projects implemented by Council.
- Ensure that the MIG PMU submits monthly, quarterly, annual and ad-hoc reports to sector departments as determined in the applicable legislation such as the Division of Revenue Act.
- Any other duty as reasonable delegated by management and as outlined in the relevant job description linked to the position.

Kindly submit a detailed CV together with a prescribed application form and relevant valid certificates and documents to the attention of the Manager: Human Resources or alternatively electronically apply via e-mail on [recruitment@jgdm.gov.za](mailto:recruitment@jgdm.gov.za). No faxed or late applications will be accepted. Canvassing and/or lobbying of a Councilor and officials will not be accepted and non-compliance thereof shall immediately disqualify any applicant.

***Please note that non-completion of the official Joe Gqabi District Municipality "Application for Employment" Form will immediately disqualify any applicant. The Senior Management Application Form and the Z83 application form will also not be accepted. The relevant form is obtainable from the Human Resources Section at the Barkly East Offices of the Joe Gqabi District Municipality and can also be downloaded from <http://www.jgdm.gov.za/>.***

"The Joe Gqabi District Municipality is committed to Employment Equity and to the creation of a working environment that is welcoming of all applicants. We particularly encourage applications from Women, Africans and Persons with disability as well as members of the Joe Gqabi District Communities"

Should you not receive any response within two (2) months after the closing date, please accept that your application was unsuccessful. Applications to be sent to or handed in at the address below:

**ATTENTION: MANAGER HUMAN RESOURCES AND LABOUR RELATIONS**


Mr. M.P Nonjola  
Municipal Manager  
Cnr Cole and Graham Street  
Private Bag X102  
BARKLY EAST  
9786

**ENQUIRIES: THEMBISA TOTO**

Tel No: (045) 979 3175

File No: 4/6/3/8

**CLOSING DATE: 26 FEBRUARY 2024**

  
Approved  
2024/01/18