

NKANGALA DISTRICT MUNICIPALITY EXTERNAL ADVERTISEMENT



MANAGER: PLANNING AND ECONOMIC DEVELOPMENT

WORKSTATION: NKANGALA DISTRICT MUNICIPALITY

DEPARTMENT: PLANNING AND ECONOMIC DEVELOPMENT

POST LEVEL: 2/9

SALARY SCALE: R604 864.00/ R651 395.00 P.A. (**plus** contribution to Medical Aid, Pension Fund, Group Life, Housing, Cellphone and Travelling Allowance of 650km per month).

QUALIFICATION REQUIREMENTS:

- Grade 12.
- Relevant 3-year tertiary qualification/degree in Local Economic Development, or equivalent.
- Computer Literate.
- Valid driver's license.

EXPERIENCE REQUIREMENTS:

The candidate must have 5-8 years relevant experience in Management position preferably in Local Government.

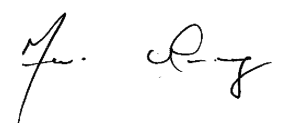
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KNOWLEDGE AND SCOPE OF WORK:

- A strategic thinker who possesses leadership qualities with strong general management skills, with ability to develop and formulate policy, procedures, and systems,
- Understanding the transformation challenges and change management, well developed conflict resolution, negotiation and communication skills and computer literate, Resource management skills, Financial and budgeting skills. Ability to manage performance.
- The ability to identify and develop opportunities to the benefit of the municipality.
- A foresighted developmental strategist on practical ordinary and intelligence security issues.
- Sensitivity for the political and strategic objectives of government, especially local government will be an added advantage.
- Good knowledge and understanding of relevant policy and legislation.
- Good knowledge and understanding of institutional governance systems and performance management,
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- Knowledge of geographical information systems; and
- Knowledge of spatial, town and development planning.

DUTIES:

- Review, research data and information and advice of appropriate data analysis methods.
- Review data analysis, interpreting findings and provide recommendations.
- Able to identify, solve and monitor unique data analysis issues or problems that have total municipal impact.
- Identifies and acts on opportunities to partner with other departments in the municipality to achieve desired results.
- Facilitate Spatial Planning and Land Use Management initiatives in the district and provision of support to local municipalities.
- Management of Local Economic Development in the district and provision of support to the local municipalities.
- Facilitate implementation of Expanded Public Works Programme and Community Works Programme in the district and provision of support local municipalities.
- Coordinate transport matters by working with relevant stakeholder groups.
- Oversee the operations of the District Development Planning Tribunal.
- Oversee the operations of the Trade and Investment functions of the district.
- Attend and address intergovernmental relations matters.
- Coordinate Geographic Information Systems and research in key thematic areas of the departmental mandate.
- Attend to any other matters as shall be assigned by superiors



COMPETENCY LEVELS:

Monitoring and Control – the ability to monitor the results of delegations, assignments, or projects, considering the skills, knowledge, and experience of the assigned individual and the characteristics of the assignment project.

Negotiation – the ability to achieve the desired objectives and agreements through interactive discussion with either internal or external parties. Effectively exploring alternatives and positions to reach outcomes that gain the support and acceptance of all parties.

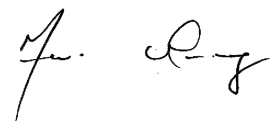
Planning and Organising – the ability to plan and organize the work unit using goal setting, objectives, targets, creating work schedules and work plans with associated resources and budgets, according to the municipality's procedures in order to achieve the tasks, functions, results of the work unit.

Research and Analysis – the ability to undertake and advise on development research methodologies to ensure quality research and information for decision making.

Public Consultation – the capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others.

Socio-Economic/Socio-Political Awareness – the ability to be aware of, and consider contextual, political, public interest and administration service and development issues and concerns, programs, policies and decisions in the understanding, preparation of and recommendations on information results, outcomes and products.

NOTE: *Nkangala District Municipality is a designated, equal opportunity, representative employer. It acknowledges its mandate to take affirmative action measures to ensure equitable representation of suitably qualified people from designated groups in all occupational levels and categories and promotes representivity based on race, gender and disability in Local Government through the filling of positions. Candidates whose appointment/transfer/promotion will promote the EE Targets and Goals of the Municipality will therefore receive preference. **Persons with disabilities and African, Indian and Coloured Females are especially encouraged to apply**, although this does not suggest that the process of recruitment excludes members from non-designated groups.*



DIVISIONAL MANAGER: PROJECTS

WORKSTATION: NKANGALA DISTRICT MUNICIPALITY

DEPARTMENT: TECHNICAL SERVICES

DURATION: PERMANENT

POST LEVEL: 3/9

SALARY SCALE: R561 609.00 / R575 679.00 .00 p.a. (**Plus** Contribution to Medical Aid, Pension Fund, Group Life, Housing, Cellphone and travelling allowance of 650km per month)

QUALIFICATION AND REQUIREMENTS:

- *Grade 12.*
- *A relevant BEng or BSC (Eng) engineering degree.*
- *Eligibility for registration as a Pr-Eng.*
- *Computer literacy: (MS Office).*
- *Code C1 Drivers' License.*

EXPERIENCE:

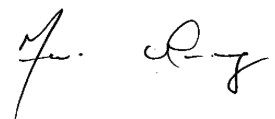
- The candidate must have 5-8 years or more of relevant experience in civil construction and maintenance projects management, 3 of which must be in the Local Government
- Ability to analyse and provide correct visual assessment on infrastructure projects.
- Ability to interpret Geographical Information Systems (GIS) data.

COMPETENCY LEVELS:

Planning – the ability to systematically identify, analyze and prioritize options to meet the short-, medium- and long-term requirements of the municipality.

Organisational Awareness – the ability to understand the key drivers in the Local Government sector and the municipality in order to apply this understanding to meet the service delivery challenges.

Attention to Detail – ability to scrutinize own work and that of others to ensure accuracy and compliance with the relevant engineering standards.



DUTIES:

Project Management:

Provide advice to management on infrastructure related projects by:

- Reviewing infrastructure projects based on the community needs.
- Preparing reports to Council Committees on infrastructure projects.
- Providing all infrastructure projects implementation reports.
- To ensure the provision of project management input into the infrastructure service delivery programme of the municipality to communities.

Project Budget Planning:

Provide planning services for the infrastructure projects by:

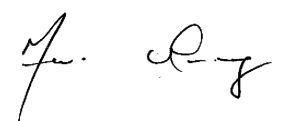
- Developing the annual budget for all the infrastructure projects.
- Developing procurement plans for all infrastructure projects.
- Identification of infrastructure projects scope of work.
- Costing of infrastructure projects on a yearly basis.
- Ensuring adherence on quality standards by service providers.
- To ensure the budgeting and syncing of project scheduling with procurement processes, and to ensure value for money associated with adhering to timelines.

Project Implementation and Monitoring:

- Monitor implementation of projects as per approved scope, budget, and standards (following Principles of PMBOK)
- Attend, co-ordinate and report on infrastructure provision meetings
- Prepare for infrastructure projects monthly meetings as per Council's approved schedule of meetings (i.e. preparation of reports and agenda)
- Attend sectoral planning meetings, including IDP process meetings
- To ensure that projects are implemented as per schedule, within regulatory framework, and as per community needs

Quality Assurance:

- Develop and implement standards and specifications for infrastructure projects.
- To ensure infrastructure projects meet quality standards.
- Develop and implement contract management systems, including the following:
 - i. Electronic project management and monitoring system.
 - ii. Approval, payment, and monitoring of payment certificates.
 - iii. Compliance with applicable legislation and Council policies, e.g., CIDB, Occupational Health and Safety, Procurement, Environmental and MFMA.
 - iv. Performance Management Systems for service providers and technicians.
 - v. Project design appraisal and specifications on roads and storm water, buildings, bridges, and electricity.
- To ensure the provision of contract management services to infrastructure projects, and adherence to the regulatory framework.



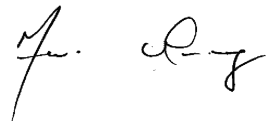
Capacity Building:

- Support and build capacity of technicians and service providers in project management.
- To ensure continuous learning for technicians employed by the municipality and service providers.

Project Financial Management:

- Prepare departmental budgeting and compilation of SDBIP in compliance with approved IDP.
- Attend to Supply Chain Management responsibilities as delegated.
- To ensure prudent financial management associated with the implementation of infrastructure projects.

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EPWP DATA CAPTURER

WORK STATION: NKANGALA DISTRICT MUNICIPALITY

TERM OF OFFICE: FIXED CONTRACT (24 MONTHS - 2YRS)

SALARY: R88 456 *p.a.* (Stipend)

LEVEL: N/A

APPLICANTS MUST MEET THE FOLLOWING MINIMUM CRITERIA.

- Be a South African citizen.
- Grade 12 certificate (Matric) NQF4 or equivalent.
- A National Diploma (NQF Level 6) in Office Administration, Secretarial, Public Management/ Office Management/ Management Assistant or equivalent.
- A certificate or National Diploma in Computer Literacy.

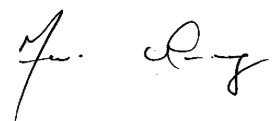
NB: This opportunity is preferably for a female youth (18-35 years) people residing within Nkangala District Municipality and South African citizen only.

EXPERIENCE, KNOWLEDGE AND SKILL REQUIREMENTS:

- Excellent organisational, administration and computer skills including MS Word, PowerPoint, and Excel
- Be able to read and write in English.
- A qualifying candidate must be physically strong and be between the ages of **18 and 35** years.
- Must be unemployed or never been employed
- Candidate must not be participating or have participated in any EPWP programme before.
- Strong attention to detail.
- A team leader and team player, able to work in multidisciplinary teams.
- At least 1-3 years' verifiable experience as a Data capture or Data typist.

DUTIES:

- Coordination of EPWP projects reporting in the organization across all four sectors of the programme, environment, infrastructure, non- state, and social sector.
- Operating the ER-system of the National Department of Public Works to report all the EPWP jobs on-line into the system.
- Filling all documents related to EPWP reporting of the projects for Pre-audit and Auditing purposes.
- Facilitating the EPWP reports and to ensure that all the work opportunities are correctly reported on the ER system of EPWP.
- Serve as the Secretariat to the external and internal EPWP meetings.
- Draw different types of reports from the EPWP ER system for the EPWP champion and management.
- Update all registered EPWP projects on a monthly basis for Council reporting to improve FTEs' performance of the institution.
- Ensure that every work opportunity created by the council is reported on the EPWP



system.

- Compilation of progress reports on projects that are reported in the system.
- Ensure that training conducted by the municipality is reported accordingly.
- Ensure that EPWP reports are accurate and submitted on time.
- Registration and reporting of EPWP employees on the reporting system.
- Processing of EPWP contracts.
- Processing of payment schedule (stipends).
- Keeping of EPWP records including financial statements for all stipends paid.
- Check data completeness, consistency and data verification by liaising with the Assistant Manager LED and EPWP Champion.

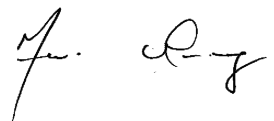
NOTE: *All applications must be made on the Official Application form provided in our website www.nkangaladm.gov.za accompanied by a comprehensive CV together with certified copies of qualifications and documents; and to be returned to e-recruitment@nkangaladm.gov.za. Shortlisted candidates will be subjected to suitability checks including qualifications, employment records, criminal records, and company ownership/ directorship and reference checks. Applications not accompanied by the required documentation will not be considered. Late applications will not be considered.*

If you do not receive any response within two (02) months after the closing date, please accept that your application has been unsuccessful. Regret correspondences will be limited to shortlisted candidates only.

Nkangala District Municipality reserves the right not to fill any of the advertised vacancies.

Enquiries: Ms. Susan Silinda – Senior HR Officer

Closing Date: 09 March 2023 @ 16:30.

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