

NDLAMBE MUNICIPALITY

PORT ALFRED



1. VACANCY: 2 x DEPUTY DIRECTORS: INFRASTRUCTURAL DEVELOPMENT (SALARY SCALE R 529 368 – R 687 160 p.a.) OF TASK GRADE 17 OF A CATEGORY 3 LOCAL AUTHORITY.

Applications are invited from persons who consider themselves suitably qualified for the above positions. A successful candidate will report directly to the “Director: Infrastructural Development”. X 1 Deputy Director will be responsible for the East Administrative Unit (Port Alfred, Bathurst and Seafield) and the other Deputy Director for the West Administrative Unit

(Kenton on Sea, Marselle, Alexandria and Cannon Rocks/Boknes)

REQUIREMENTS:

- Minimum qualification of B Degree in Civil Engineering.
- ECSA registration will be an added advantage therefore proof of registration must be attached.
- Minimum of 3 to 5 years relevant experience in the Engineering field dealing with complex Water, Sanitation and Roads projects, extensive knowledge of Local Government environment will be an added advantage.
- Valid code 08 driver’s license without any endorsement.
- Be prepared to work long hours, weekends.

DUTIES: KEY PERFORMANCE AREAS

- Oversee and manage general works operations in the allocated administrative area.
- Liaise directly with consulting engineers, contractors, SMME’s and Architects on various projects undertaken by Council when necessary.
- Assist the director with the required information for compilation of Business plans.
- Maintain statistics for planning purposes (e.g. water consumption, water quality, dam levels, weather records, road networks etc.)
- Compile a comprehensive monthly report and weekly plans with statistics on the activities of the entire department for Council via the Director: Infrastructure Development.
- Compile any such reports as requested by the Director: Infrastructure Development or Council.
- Monitor monthly expenditure in order to control expenditure.
- Assist in drafting annual budget proposals on the expenditure to be incurred by the Department on both Capital and O & M.
- Monitor the state of all fixed and movable assets within the Department using Municipal asset register.
- Constantly update and introduce procedures to improve efficiency and productivity of the Department.
- Ensure observance of the regulations pertaining Occupational Health and Safety.

- Conduct everyday site inspections on work done to monitor compliance.
- Maintain discipline of personnel and investigate complaints of personnel on procedural problems.
- Meet with and assist members of the public on engineering queries on all aspects of Ndlambe services.
- Assist in Blue Drop/Green Drop compliance requirements.
- Give advice in all engineering projects issues as it may be required and do internal designs.
- Execute any lawful duties instructed by the supervisor.

2. VACANCY: MIG TECHNICIAN: PROJECT MANAGEMENT UNIT – (SALARY SCALE: R 299 627 TO R 388 915 p.a.) OF TASK GRADE 13 OF A CATEGORY 3 LOCAL AUTHORITY

Applications are invited from persons who consider themselves suitably qualified for the above position

REQUIREMENTS:

- Minimum qualification of National Diploma in Civil Engineering, a B Degree will be an added advantage.
- Minimum of 3 to 5 years appropriate experience in the Civil Engineering Field with experience in civil engineering and building projects.
- ECSA registration will be an added advantage therefore proof of registration must be attached
- Knowledge of Local Government environment will be an added advantage.
- Understanding of the municipal infrastructure grant (MIG)
- Practical experience in planning and implementation of infrastructure projects
- Understanding the local government service delivery imperatives
- Project management experience will be added advantage
- Local government experience will be added advantage
- Valid code 08 driver's license without any endorsement,

DUTIES: KEY PERFORMANCE AREAS

- Ensuring that all projects meet overall planning objectives and specific key performance indicators.
- The coordination of regular project progress meetings
- Presentation of project progress to the relevant municipal project steering committees
- Assist in project management administrative functions from project registration and evaluation through to final project completion reports
- Ensuring project compliance with all applicable legislation
- Carry out Surveys for internal designs when required.
- To maintain administration, financial control and reporting systems
- To assist the infrastructure department with its IDP process, planning of all projects, budget allocation as well as finding and preparation of business plans, registering of projects on MIG/MIS, technical reports and feasibility studies
- Attend site briefings and site inspection on all projects
- Ability to provide the necessary support for the success performance of the Infrastructure Development and Municipal projects unit.

- Liaise with all stakeholders and funding organizations when required to do so on projects information
- Assist in contract administration of all projects including quality assurance, risk management, approval of professional fee claims and contractor's certificates.

To apply, please send your C.V, certified copies of qualifications, ID document, driver's license and covering letter (including details of at least 3 contactable references) to the *Human Resource Unit*, Ndlambe Municipality, P.O. Box 13; Port Alfred, 6170. Please note that no late faxed applications will be considered. A prospective candidate must declare any previous information that might compromise **Ndlambe Municipality**.

For enquiries kindly contact the Human Resources Section at 046 604 55 00.

Employment Equity Plan will be complied with. All applications who do not receive any response within 21 days of the advertisement, should know that their applications have not been successful. **The closing date is Monday, 16 July 2018.**

NOTICE NUMBER: 123/2018
27 June 2018

ADV. R DUMEZWENI
MUNICIPAL MANAGER

Daily Dispatch
Talk of the Town
Municipal website
Municipal noticeboard