



BERGRIVIER MUNICIPALITY

Bergrivier Municipality ensures the wellbeing of all communities within the Bergrivier region through economic growth, social wellbeing, community involvement and effective management within a safe and healthy environment. All suitably qualified candidates are encouraged to apply.

Bergrivier Municipality with its head office in Piketberg and approximately an hour's drive from Cape Town currently has the following vacancy and awaits applications from competent persons who comply with the minimum job requirements.

DIRECTORATE: TECHNICAL SERVICES

(Piketberg, unless stated otherwise)

MANAGER: PROJECT MANAGEMENT AND BUILDING CONTROL (PIKETBERG)

Requirements: Appropriate Degree in Civil Engineering or B-Tech Civil Engineering or National Diploma Civil or equivalent relating to project management · ECSA Registration · Valid Code B Driver's licence · Proficiency in at least 2 of the official languages (Afrikaans, English and Xhosa) of the Western Cape (read, write & speak) · Good supervision, management, human relations, interpersonal and communication skills · Good knowledge of MIG and EPWP Administration · Ability to give attention to detail · High level of responsibility · Ability to deal with conflict situations · Ability to work under pressure · Computer literate in MS Office and CAD · Contract Management · Financial management skills · Team facilitating skills · Eight (8) years relevant experience of the key performance areas · Compliance with the relevant Minimum Competency levels as prescribed in Government Gazette 29967 dated 15 June 2007 as amended (or attainment of the minimum competencies within a period of 18 months from date of appointment)

Key Performance Areas:

Job Purpose

Manages and coordinates the planning, finalisation and execution of duties according to the key performance and result indicators associated with:

- a) Project management,
- b) Building control compliance
- c) Supply chain management processes and compliance
- d) Grants management eg. MIG and EPWP
- e) Management of MISA support (Cogta)
- f) Project team members and involved contractors/consultants in order to deliver projects according to strategic plans.

Operational Forward Planning and Strategy Alignment

Identifies, defines and implements the immediate, short and long term financial objectives and plans for relevant projects.

Contract Management

Manages the formulation of specific contracts and tender documents and controls contractual obligations in respect of relevant projects.

Administration and Information Dissemination and Reporting Process

Compiles and/or disseminates strategic, functional and operational information/decisions on immediate, short and long term objectives and current developments, problems and constraints.

Budgeting and Financial Control

Participates, applies and controls financial management processes to ensure and promote sound financial management practices and procedures.

Project Financial Monitoring

Co-ordinates and manages financial obligations associated with project control.

Relationship Management and Communication

Interacts internally on specific issues associated with project management.

Management of Health and Safety

Manages, co-ordinates and controls key dimension and requirements associated with occupational health and safety during project implementation.

Oversee the Management of Human Settlement Strategies and Plans

Ensure proper management, co-ordination and control of the implementation, monitoring and communication phases of housing provisioning/human settlements.

Carry out other instructions as requested by the Director Technical Services with direct context to the specific post in order to ensure effective service delivery is maintained.

Salary: R 640 944. 00 per annum plus Car Allowance (T17 of a Category 3 Local Authority)

Date of acceptance: 01 July 2021 or as soon as possible

Enquiries: Mr C Koch at (022) 913 6000

GENERAL:

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including a housing allowance for home owners subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act, preference will be given to candidates who comply with the Employment Equity Targets.
3. The Municipality is not bound to make any appointment.
4. All applicants will be subjected to police clearance with the consent of the applicant.
5. Applications received after the closing date or which have been received without the documentation mentioned below, will not be considered.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within six weeks from the closing date.
7. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
8. In addition to the minimum job requirements and station mentioned herein, applicants may be expected to work overtime or be on standby, as well as render services in other parts within the municipal area, as required.
9. Appointment in certain posts is subject to a security clearance and applicants will also undergo an interview and evaluation process and where necessary, write a trade test.

A covering letter with three contactable references, must accompany the completed prescribed application form (available on request at Tel. 022 9136000 or on the municipality's website www.bergmun.org.za) with certified copies of the necessary qualification certificates, ID document, Drivers Licence and a Curriculum Vitae (Maximum of 3 pages), (only one post per application form) to reach the **Municipal offices, Piketberg or mailed to P O Box 60, Piketberg 7320 for the attention of Ms W Terry Thomas (HR Officer Provisioning & Administration)** by no later than the closing date. **NO FAXES OR ELECTRONIC APPLICATIONS WILL BE ACCEPTED.**

CLOSING DATE: FRIDAY, 30 April 2021 AT 14:30

**ADV H LINDE
MUNICIPAL MANAGER**

MN68/2021

**13 CHURCH STREET
P O BOX 60
PIKETBERG
7320**