



## **INTERNAL & EXTERNAL VACANCY**

**NOTICE NO: 78/2024**

Umsobomvu Local Municipality, with its seat in Colesberg and servicing the towns of Colesberg, Noupoot and Norvalspont seeks applications from suitably qualified candidates for appointment in the below-mentioned post. The municipality subscribes to the principles of equal employment opportunities and affirmative action.

### **Technician: Project Management Unit**

**DIRECTORATE** : Technical Services  
**PLACE OF WORK** : Colesberg (Northern Cape)  
**DURATION** : Permanent  
**SALARY** : T Grade 14 (R505 284.00 per annum) plus, normal fringe benefits applicable to local government.  
Plus Car allowance and Cellphone allowance.

### **Requirements: Qualifications and Experience:**

- Grade 12
- A relevant National Diploma in Engineering or relevant B. Eng or BSc (Eng.) Engineering degree and eligibility for registration as Pr. Eng. will be an added advantage.
- 3-5 years' relevant experience.
- Computer literacy: MS Office (MS Word, Excel, Adobe Read).
- Ability to work independently, interpret and apply oral/written instructions.
- Knowledge of procurement procedures and SCM policies.
- Attention to detail and the ability to work accurately and quickly with figures.
- Ability to communicate in two or more of the local official languages.
- A Code B Driver's license.

### **Job Purpose:**

Contributes to various professional engineering functions. Some degree of independence but seeks strategic guidance as required; and could assist superiors in providing specialist advice to clients.



### **Knowledge and scope of work:**

Typically manages projects of various levels of risk and complexity. Performs the full range of activities within project management principles; Accountable for all phases and aspects which will ensure the successful delivery of the project; and Manages all resources involved in the project. Must be able to exert influence across departments who do not necessarily report to the project manager.

### **Key Performance Areas:**

- Able to undertake and evaluate complex projects and anticipates events, situations and incidents that may impact on the operation of the system;
- Able to assess practicality of technical specifications for systems requirements;
- Ability to scrutinise own work and that of others to ensure accuracy and compliance with the relevant engineering standards.
- Commissions and/or decommissions works safely and with minimum disruption to municipal service provision;
- Uses discretion in situations of deviation from project assumptions; and identifies and implements corrective action on projects.
- Develops corrective measures/actions to ensure alignment of budget to financial resources; Manages more complex contracts;
- In-depth understanding of SCM practices and procedures; and has knowledge and understanding of national policy and legislation impacting on municipal finance. Develops scenarios on projects;
- Assists others to plan and organize their work;
- Develops contingency plans for potential problems; and manages and plans for risk aversion.
- Any other related duty as requested by the Senior Manager/Municipal Manager

### **Administration Functions:**

Performs administrative recording, preparing and generating stock report and forwarding to the immediate superior perusal and comment. Updating and processing system information. Draft revise and implement policies. Submit quarterly, mid- year and annual reports to the superior and implementation of MFMA requirements.

### **Competencies:**

The competency level for this position is at level 2 as stipulated in Annexure A of the Municipal Staff Regulations Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal	Management / Leadership Competencies
<ul style="list-style-type: none"><li>• Planning</li><li>• Organisational awareness</li><li>• Attention to detail</li></ul>	<ul style="list-style-type: none"><li>• Design</li><li>• Project management</li><li>• Construction</li><li>• Monitoring and</li></ul>	<ul style="list-style-type: none"><li>• Interpersonal relationships</li><li>• Communication</li><li>• Service delivery Orientation</li></ul>	<ul style="list-style-type: none"><li>• Action and outcome orientation</li><li>• Resilience</li><li>• Change</li></ul>	<ul style="list-style-type: none"><li>• Impact and Influence</li><li>• Team Orientation</li><li>• Direction</li></ul>

<ul style="list-style-type: none"> <li>Financial Management</li> </ul>	<ul style="list-style-type: none"> <li>Control</li> <li>Operations and Maintenance</li> </ul>		<ul style="list-style-type: none"> <li>Readiness</li> <li>Cognitive ability</li> <li>Learning orientation</li> <li>Accountability and Ethical conduct</li> </ul>	<ul style="list-style-type: none"> <li>Setting, Coaching and Mentoring</li> </ul>
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**Closing date:** The closing date shall be **22 November 2024** at 16:30.

**Application Instructions:**

Applicants **MUST** use the official Application for Employment and supplement it with a comprehensive CV together with certified copies of qualifications (not older than six months) and MIE Background screening form obtainable on the municipality's website and Human Resource Management Office. Applications, including all relevant documentation must be submitted to the **Registry Office** addressed to: The Municipal Manager Umsobomvu Local Municipality, 21A Church Street, **Colesberg**, 9795 or e-mailed to [apiwe@umsobomvumun.co.za](mailto:apiwe@umsobomvumun.co.za). Should applicants not receive any response within three months after the closing date, please accept that your application has not been successful.

All enquiries must be directed to the Section Head Corporate Services. Canvassing and/or lobbying of Councilors and or municipal officials will result in the disqualification of an applicant. No late applications will be considered.

Inquiries to be directed to Apiwe Khalankomo at 051 753 0040 or send an e-mail to [apiwe@umsobomvumun.co.za](mailto:apiwe@umsobomvumun.co.za)



**T.W. MSENGANA**  
**MUNICIPAL MANAGER**

Date: 07 November 2024

**UMSOBOMVU MUNICIPALITY**  
**Private Bag X6**  
**COLESBERG**  
**9795**