



# TSWELOPELE

## LOCAL MUNICIPALITY

A MUNICIPALITY IN PROGRESS

Tswelopele Local Municipality is an equal opportunity and affirmative action employer and requires the services of a suitable qualified person with relevant experience to fill the following vacancy. Persons designated in terms of applicable legislations as historically disadvantaged individual as well as people with disabilities are encouraged to apply.

### INTERNAL & EXTERNAL ADVERTISEMENT

#### RE- ADVERT 1X PMU TECHNICIAN

**REQUIREMENTS** ⇒ An appropriate National Diploma or Higher in Civil Engineering (Only from University/University of Technology) ♦ A minimum of 5 years' experience in Project Management in a managerial position within a local government environment ♦ A broad understanding of municipal finance management processes.

**TECHNICAL KNOWLEDGE** ⇒ The successful candidate will have to demonstrate proficiency, acquired through proven work experience at managerial level, preferably in all technical aspects of project management.

**RESPONSIBILITY / DUTIES** ⇒ Technical support and evaluation of proposed projects aligned with the Municipal IDP ♦ Development of business plans for purposes of sourcing funding from different funders. ♦ Management and administration of projects in line with MIG / WSIG / RBIG and other funders guidelines including the reporting requirements. ♦ Prioritisation and identification of job creations by identifying labour – intensive projects in line with the EPWP guidelines. ♦ Ensure compliance of all legal aspects and conditions required from different spheres of government. ♦ Conduct site visits / meetings to ensure compliance with contract and business plan conditions ♦ Manage cash flow and commitment on project expenditure ♦ Checking / verifying and development of tender documents and payment certificates. ♦ Checking of claims, tenders and monthly claim calculations ♦ Verify payment certificates and preparation of monthly payment schedule documentation ♦ Maintain project performance data on national database ♦ Assistance with other related municipal infrastructure programs

♦ Sound skill in introducing / implementing labour-intensive methodology and development of SSME's where technically feasible. ♦ Facilitation of full community participation in all stages of the project life circles.

**SALARY** ⇒ R38 035.00 per month [T14/1]

**BENEFITS** ⇒ Normal fringe benefits applicable to a Grade 2 municipality.

**CLOSING DATE** ⇒ 08 February 2024 @ 12h00

Further information is available from the Director Technical Services – Mr Malokase telephone 051 853 1111

**PLEASE NOTE:** Application forms are available from the official website [[www.tswelopele.gov.za](http://www.tswelopele.gov.za)] and from the reception desks. No faxed or e-mailed applications will be accepted. Certified copies of academic qualifications and a copy of your curriculum vitae must accompany all application forms. **People who previously applied are welcomed to apply again.**

Applications for this vacancy must be submitted and addressed to: The Acting Municipal Manager, Tswelopele Local Municipality, and hand delivered, delivered by courier at the municipal offices situated at Civic Centre, Bosman Street, Bultfontein, 9670 or by email to: [recruitment@tswelopele.org](mailto:recruitment@tswelopele.org)

**No faxed or late applications will be considered. Applications not made on the prescribed application form will not be considered.**

*The shortlisted / recommended candidates will be subjected to security vetting.* Fraudulent qualifications / documentation / driver's licence, will immediately disqualify any applicant.

Council reserves the right to place and move candidates anywhere within the municipal jurisdiction as well as the right not to make any appointment to this position. Canvassing for appointment will automatically disqualify an applicant.

If you have not heard from us within 3 months of the closing date, please accept that your application was not successful.

**SS RABANYE**  
**ACTING MUNICIPAL MANAGER**  
12 January 2024

