



MANDENI LOCAL MUNICIPALITY

CAREER OPPORTUNITY

The following vacancy exists for a suitably qualified and experienced person to join the staff of the Mandeni Municipality within the Technical Services Department.

ASSISTANT MANAGER: PROJECT ADMINISTRATION (PMU) (2 YEAR CONTRACT)

Basic Salary: **Task Grade 14 (R 329 420 – R 427 624 pa) REF. NO. PN 04/2018**

REQUIREMENTS:

- Degree or B Tech in Project Management
- Registered with Project Management Institute
- Computer Literate
- 3 – 5 years' experience in project management unit dealing with various infrastructure projects including roads, storm water and building.
- Registered as a Candidate PMP with the Project Management Institute (advantageous)
- Code EB Driver's License
- Good interpersonal skills, as well as willing to work under pressure.

DUTIES:

- Draft a five (5) year capital project and PMU procurement plan.
- Register and process business plans for projects.
- Compile, submit, and monitor monthly implementation plans.
- Ensure maintenance of information on allocated information management systems.
- Participate in various meetings (Council, Internal and External Forums, Business, Public, National, Provincial and Local Government structures) and provide advice, comments or opinions on matters concerning the PMU.
- Draft budgets for all capital and operational projects in accordance with the municipal budget.

Executive Committee



- Monitor project implementation and ensure the maintenance of performance databases in compliance with relevant regulations and legislation.
- Verify quantities, and ensure measurement of works for the purpose of processing payment certificates for capital grant funded projects and operational projects.
- Implement, standardize, and administrate procedures within the PMU.
- Supervise the human resource and related functions associated with the PMU.

Enquiries must be directed to: Ms. BL Zondo (Manager Human Resource and Employee Relations); tel: (032) 456 8200.

Please forward your application form and full CV with certified copies of certificates, quoting the relevant reference number to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered.

The closing date for applications will be **Friday, 26th of January 2018 not later than 12:00 midday** if you do not hear from us within 30 days of the closing date consider your application as unsuccessful.

Application forms are available on the Mandeni Municipal Website www.mandeni.gov.za or at any Municipal building.

NB: the municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment.


SG KHUZWAYO
MUNICIPAL MANAGER