



NOTICE 29/2025 – EXTERNAL VACANCY

Written applications on the prescribed application form are hereby awaited from suitably qualified and experienced candidates for appointment as a:

TECHNICIAN CIVIL SERVICES (PMU)

Post identification number: WC052-1.4.2.2

Directorate: Technical Services

Section: Civil Services

REQUIREMENTS

- A relevant National Diploma in Civil Engineering, Project Management or equivalent NQF Level 6 qualification;
- Computer literate (MS Office applications);
- Working knowledge of Local Government prescripts as it relates to powers and functions of the PMU Manager;
- Basic understanding of the complete project life cycle from initial planning stages through to completion;
- Basic training in AutoCAD drawing software, AutoCAD Civil 3D or similar engineering design software) and ArcView (GIS);
- Proficient in at least two (2) of the three (3) official languages of the Western Cape
- 3 - 5 years' relevant (A minimum of 3 years' experience in the planning, design, and management of Civil Engineering Infrastructure projects or Construction of Civil Engineering Infrastructure)
- Valid Code EB/C1 Drivers License
- Physically fit and able bodied;
- Must be willing to work overtime/attend meetings after normal office hours when required.

RECOMMENDATION:

- Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician (Pr Techni Eng) or Registration with the South African Council for Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager (Pr. CPM) will serve as an added advantage.
- B-Tech degree will serve as an added advantage

COMPETENCIES REQUIRED

Municipal Staff Regulations, Engineering Professionals Competency Framework – Technician; Level 2;
Page 188 of 770 of the MSR.

KEY PERFORMANCE AREAS

- Planning, design, procurement, construction and handover phases of all capital and planned maintenance projects related to civil engineering infrastructure
- Assist with planning, design and implementation of all capital and planned maintenance projects related to civil engineering infrastructure
- Assist the Manager to formulate, coordinate, manage and administer the planning and implementation programme of all capital and planned maintenance projects related to civil engineering infrastructure
- Assist the Manager to formulate, coordinate, manage and administer the cost of planning, designing, procuring and implementation of all capital and planned maintenance projects related to civil engineering infrastructure
- Assist the Manager to formulate, coordinate, manage and administer the quality input and output requirements of all capital and planned maintenance projects related to civil engineering infrastructure
- Formulate, coordinate, manage and administer the implementation of procurement processes and documentation required for all capital and planned maintenance projects related to civil engineering infrastructure
- Assist the Manager to coordinate, manage and administer the construction of all capital and planned maintenance projects related to civil engineering infrastructure
- Assist the Manager to formulate, coordinate, manage and administer risk mitigation strategies of all capital and planned maintenance projects related to civil engineering infrastructure
- Assist the Manager to formulate, coordinate, manage and administer an effective project communication strategy for all capital and planned maintenance projects related to civil engineering infrastructure
- Perform specific administrative tasks/ activities associated with the updating and maintaining of records / information of work-in-progress and completed works
- Assessing outcomes contained in reports & studies reflecting community needs
- Coordinating the project feasibility and business planning process, with the involvement of other municipal departments if appropriate, in terms of the relevant IDPs.
- Project management, ensuring projects meet planning objectives. Responsible for all MIG Reporting in terms of the MIGMIS.
- Backlogs study & key development needs in the IDP and strategic sectoral plans
- Make reports of assessment available & identify specific projects with MIG& EPWP framework
- Prepare preliminary design proposals to represent proposed interventions
- Seek information & compile schedules, bills of quantities, tender documentation & advertisement notices.
- Co-ordinates and control tasks associated with implementation of procedures, monitoring contractors/teams to comply with standards and specifications re maintenance work & projects and personnel.
- Perform any other duty as instructed by the immediate supervisor.
- Applying specific sequences associated with initiating and completing electronics back-up of accounting information and/or referencing source documentation, reports and/or instructions to facilitate retrieval.

SALARY

Task Level 12 of a Category 1 Municipality: **R 367 446,12 per annum; (R 30 620,51pm).**

Normal fringe benefits are applicable to the position: such as pension and medical aid contribution, housing subsidy and a thirteenth cheque after 12 months of employment, subject to Council approved policies.

STATUS OF POSITION

Permanent Position

CLOSING DATE

Friday 28 March 2025 at 15h00.

GENERAL

1. Application on the prescribed application form with certified copies of qualifications, curriculum vitae, identification document, drivers license and courses must be posted to: **Mr Abridon Sass –**

Human Resources Department, 33 Church Street, Prince Albert, 6930, tel 023 541 1036 before or on FRIDAY 28 MARCH 2025 at 15h00.

2. Applicants are encouraged to submit applications to jobapplications@pamun.gov.za .
3. Candidates must be willing to be subjected to a practical test and interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.
4. Queries can be directed as follow:

Job-related enquiries	Mr. Ashley America Tel: 023 541 1036 Email: ashley@pamun.gov.za
Human resource, recruitment and selection process enquiries	Mr. Abridon Sass Tel: 023 541 1036 Email: abridon@pamun.gov.za

5. Prince Albert Municipality is an equal employer and encourage persons with disabilities, persons from previously disadvantage groups and especially women to apply. The Municipality reserve the right to not make an appointment. Canvassing will lead to automatic disqualification. If you do not receive any feedback within 90 days after the closing date, applicants may assume that their applications were unsuccessful.
6. Please note that the following will lead to disqualification:
 - 6.1) Non-submission of copies of academic qualifications/records.
 - 6.2) Canvassing of Councillors.
 - 6.3) Submission of fraudulent qualifications and/ or documents.



NOËL VAN STADE

ACTING MUNICIPAL MANAGER

27 FEBRUARY 2025