



# THEMBELIHLE

LOCAL MUNICIPALITY  
PLAASLIKE MUNISIPALITEIT  
U-MASIPALA WASEKUHALENI

*Incorporating the towns of Strydenburg and Hopetown  
Northern Cape Province, Republic of South Africa*

✉ Private bag X3 HOPETOWN 8750  
Church Street HOPETOWN 8750  
☎ (053) 203 0005/8/442  
Fax (053) 203 0490  
www.thembelihlemunicipality.gov.za

Thembelihle Local Municipality (NC076) is an equal opportunity, affirmative action employer, is awaiting the applications for the following position. We encourage disabled persons to apply.

## VACANCY: PROJECT MANAGEMENT UNIT TECHNICIAN

**(3 YEAR FIXED TERM PERFORMANCE-BASED CONTRACT TO BE REVIEWED ANNUALLY)**

### REQUIREMENTS:

- The PMU Technician must have a National Diploma in Civil Engineering and is registered with the Council of Engineering of South Africa or alternatively must be a qualified registered Project Manager.
- Preferably a minimum of 4 years expose experience in a Local Government Technical Department.

### PREFERRED COMPETENCIES

- Accuracy working with data
- Good analytical and interpersonal skills
- Good communicator

### KEY PERFORMING AREAS

- Primarily responsible for to integrate, co-ordinate, project-management and financially administer the MIG in his area of jurisdiction.
- Ensure project compliance with all applicable legislation, policies and conditions applicable to MIG
- Project performance and cash flow reviews.
- Liaison with the Provincial and the Senior MIG Manager as well as other line function departments through formal regular evaluation /progress and adhoc basis
- Submission of monthly, quarterly, bi-annual, annual and ad hoc reports to COGTA as determined in applicable legislation or required by the MIG Management Unit.
- Responsible for management of the PMU team and their respective outputs
- Technical support and evaluation of proposed projects in alignment with the respective municipal IPD's and the regional and provincial growth and development plans.
- Project-manage the labor-intensive projects in line with the EPWP framework and the related reporting requirements.
- Arrange regular projects progress meetings
- Ensure compliance of all legal aspects and conditions, required from the different spheres of Government.
- Manage cash flows and committed project expenditure.
- Verify payments certificates and preparation of monthly payment schedule documentation
- Maintain project performance data on national database
- Assist with other related municipal infrastructure programmes
- Final compilation of monthly, quarterly, bi-annual and annual reports to the Technical Manager.
- Monitor consolidated cash flow performance reports on each project and on the regional programme collectively.
- Verify and reconcile quarterly transfers from national to the DM and LMs.
- Compile all the financial reports (DORA)
- Audit compliance of all legal conditions, required from the different spheres of government.
- Audit and administer the monthly claims and expenditure.

**Remuneration: Annual Salary as stipulated in the business plan for the Project Management Unit as per Municipal Infrastructure Grant allocation.**

**Closing Date: 14<sup>th</sup> September 2018**

Please note that no applications by E-mail or Faxed will be accepted. Applicants should note that if they are not notified of the outcome of their applications within 90 days of the closing date of submission of applications, they may conclude that their applications were not successful. The municipality reserves the right not to make any appointment following the placement of this advertisement. Applications containing a letter of application, curriculum vitae and certified qualifications as well as identification document shall be sent to:

Municipal Manager: attention **Mr. Michael R. Jack**  
Thembelihle Municipality  
Private Bag X3  
**HOPETOWN**  
**8750**

**Enquiries: Manager: Technical Services, Mr. Stephen Marufu at 053 2030 951.**