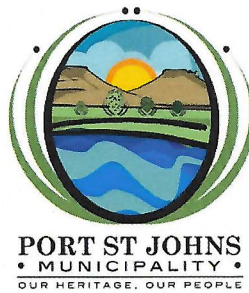


PHYSICAL ADDRESS  
PORT ST. JOHNS LOCAL MUNICIPALITY  
ERF 257 MAIN ROAD  
PORT ST. JOHN'S

POSTAL ADDRESS:  
P.O. BOX 2  
PORT ST. JOHN'S  
5120



TEL: 047 564 1208  
047 564 6700

FAX: 047 564 1206

[www.psjmunicipality.gov.za](http://www.psjmunicipality.gov.za)  
[info@psjmunicipality.gov.za](mailto:info@psjmunicipality.gov.za)

## EXTERNAL ADVERTISEMENT FOR VACANCIES

**RE-ADVERTISEMENT: Candidates who had previously applied should re-apply**

**DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER**

### GENERIC REQUIREMENTS FOR FILLING SENIOR MANAGER'S POST

N.B. Appointments of senior Manager will be made in terms of Local Government: Regulations on the Appointment and Conditions of Senior Managers Government Gazette No: 32245 of 17 January 2014, Upper limits of Total Remuneration packages payable to Municipal Managers directly accountable to the Municipal Managers and Managers directly, Government Gazette No 32238 of 18 November 2022 as well Circular No 24 of 2022 Local Government: Municipal Systems Amendment Act 2022, Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Manager, Government Gazette No: 29089 of 1 August 2006 and Local Government: Municipal Regulations on minimum competency levels, Government Gazette No: 29967 of 15 June 2007.

**POST:**

**DEPARTMENT:**

**TYPE OF EMPLOYMENT:**

**REMUNERATION:**

**SENIOR MANAGER: ENGINEERING SERVICES**

**ENGINEERING AND INFRASTRUCTURE SERVICES**

**PERMANENT**

Total remuneration for Senior Managers: Minimum R884 772, Mid-point R997 126 Maximum R1 087 610 per annum (all-inclusive) as per the Government Gazette on Upper limits applicable to Senior Managers for 2023/2024 financial year subject to compliance with the latest government Gazette.

### JOB PURPOSE

Plans, leads and directs the strategic key performance areas and result indicators for the Engineering Department associated with managing the key deliverables of approved projects. Assessing and measuring performance against set indicators and the applicability of outcomes against strategic objectives of the Engineering Department. Planning of capital rehabilitation and maintenance of projects and the directing of specific engineering and technical services through analysis. Investigation and interpretation of needs, approving and monitoring the execution and application of policies, procedures, regulations and standards. Formulation of technical contracts and project plans for approval and execution and application of procedures, regulations and standards to ensure service delivery priorities identified in the Integrated Development Plan are affordable adequate with the focus being.

### MINIMUM REQUIREMENTS

- Bachelor of Science degree in Engineering/ B. Tech Engineering or Equivalent qualification.
- Five (05) experience at a middle management level or as program/project and 3-4 years
- Must be at professional/management level engineering coupled with management experience at the local government sector.
- A Certificate Programme in Municipal Development (CPMD) or Certificate in Municipal Financial Management Programme (MFMP) or in the process of completing one.
- Must have proven successful management experience in advanced computer skills (MS Word, MS PowerPoint and MS Outlook).
- Valid code B driver's license.



## **KEY PERFORMANCE AREAS (KPA'S)**

- Reporting directly to the Municipal Manager, the post operates at a Strategic level and provides strategic support to the business functions within Port St Johns Local Municipality with the focus being:
  - Developing a vision for service delivery within the municipal area including a masterplan for infrastructure development aligned with IDP and Budget and SDBIP.
  - Prepare capital and operating estimates and controls expenditure against approved budget allocations.
  - Directs and controls outcomes associated with utilization, productivity and performance of personnel within the department.
  - Directs and controls the professional, technical and operational outcomes associated with the functions related to roads, storm water maintenance, Cemeteries' and Parks.
  - Establish project management capabilities within the municipality to conceptualise project for service delivery through consultation with councilors and affected communities.
  - Manages formulation of specific contracts and tender documents and control contractual obligations.
  - Ensuring understanding of various legislative frameworks applicable to and affecting the municipality.
  - Stakeholder management and communication.
  - Coordinates the provision of water, and sanitation within the municipal area.
  - Provide an advisory service to the council regarding all aspects falling within his/her scope of work and carrying out their decisions.
  - Coordinate and supervise the management of own funded projects, implementing National Building Regulations, taking the required responsibility as defined in the occupational Health and Safety Act, Act No 85 of 1993 its regulations during executive of projects.

## **KNOWLEDGE REQUIRED**

- Good knowledge and understanding of relevant policy and legislation.
- Good knowledge and understanding of institutional governance system, and performance management.
- Must have extensive knowledge of the public office environment and.
- Must be able to formulate engineering master planning, project management and implementation know how.

## **MINIMUM COMPETENCY LEVELS:**

- Core managerial and Occupational Competencies as prescribed in the performance regulations.
- Financial and supply Chain Management competency areas.
- Strategic Leadership, human resources management, strategic financial management and financial management strategic financial management.
- Operation financial management. Governance leadership, Ethics and values in financial management. Financial and performance reporting. Risk and change Management. Project Management. Legislation, Policy and implementation stakeholder relations. Supply Chain Management. Audit and Assurance.

Applications (for Senior Manager positions) must be submitted on an official application form for Senior Managers. All applications should be accompanied by detailed curriculum vitae (CV), certified copies of qualifications and must be submitted for the attention of the Corporate Services Senior Manager: Mr S.Matubatuba to the following address/es: Port St Johns Local Municipality, PO BOX 2,Port St Johns 5120 or hand delivered to erf ,257 Main Street, Port St Johns.

Enquiries relating to the above should be directed to: Human Resources Manager Corporate Services: Ms. L. Majozini at Telephone 047 564 6700

*Furthermore, note that it is a legislative requirement that applications must be submitted in the prescribed " Application form" available from the municipality and failure to complete the form will result in a disqualification off your application as per Local Government Regulations of 2014. (Read Regulation 11(1), (2) and(3) in this regard.*

**N.B.** In the case the Municipality is unable to find suitable candidates it reserves the right not to continue with the Selection process and to re-advertise the position.

Shortlisted candidates will have to undergo screening and the necessary reference check will be done.

Applicants with foreign acquired qualification need to submit (South African Qualifications Authority) SAQA verification letter for their qualifications on application.

Candidates recommended for appointment will have to undergo a competency assessment and testing.

The Municipality is an equal opportunity employer and therefore people from previously disadvantaged groups (women and disabled) are encouraged to apply.

In order to obtain the required prescribed form applicants must visit: regulations on appointment of senior manager: to download the application form as Port St Johns currently having technical problems on its website or ask HR Office to assist you with this form.

In order to obtain the required prescribed employment application form applicants must visit the Municipal website: [www.psimunicipality.gov.za](http://www.psimunicipality.gov.za) in order to download the employment application form for Senior Managers.

Closing date for the applications: 17 May ..... 2024



Mr. M. Fihlani

MUNICIPAL MANAGER