

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



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047 564 6700

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www.psjmunicipality.gov.za
info@psjmunicipality.gov.za

ADVERTISEMENT FOR VACANCY

1. POST NAME : PROJECT MANAGEMENT UNIT MANAGER (Permanent)
DIRECTORATE : ENGINEERING SERVICES DEPARTMENT
TASK GRADE : 16
BASIC SALARY : R712 324.20 pa

Job Purpose:

Manage the key performance areas and results indicators of the Project Management Unit is to adhere to the grand requirements as contained in the relevant grand policy framework document.

Key Performance Areas

- Formulating PMU business plans and budgets in consultation with the immediate superior in line with relevant legislation, policies and procedures.
- Examining all MIG programs to fully reflect and be aligned with the Integrated Development Plan of the municipality.
- Ensures project compliance with EPWP policies and ensure use of labor-intensive construction methods
- Manages multiple projects to agreed standard; and prioritizes multiple resources to meet competing deadlines.
- Manage multiple maintenance and constnctions projects.
- Develop annual operations and maintenance programmes based on analysis of the infrastructure asset management system.

Minimum Requirements

- Grade 12/NCV Level 4
- B. Degree Civil Engineering equivalent relevant qualification
- Registration with relevant professional body
- Code EB Driver's License
- Experience of 4 years in the management level, preferable engineering services department of the local government sphere.



2. POST NAME	: 2 X eNATIS CASHIER
DIRECTORATE	: COMMUNITY SERVICES
TASK GRADE	: 6
BASIC SALARY	: R180 012.12

Job Purpose

Performance tasks and activities with capturing information into the eNatis Systems to ensure effective eNatis administrative support is delivered within the sub-section, as per laid down policies and procedures.

Key Performance Areas

- Receives payment against services rendered from the public and attending to enquiries.
- Maintains documentation and records of transactions and procedures.
- Attending to specific enquiries and complaints of the public or vehicle owners.

Minimum Requirements

- Grade 12
- Computer Literacy -Office applications
- eNatis System Training Certificate
- One (1) experience

3. POST	: eNatis CLERK X1
DEPARTMENT	: COMMUNITY SERVICES
TASK GRADE	: 6
BASIC SALARY	: R180 012.12

Job Purpose

Performs tasks and activities associated with capturing information into the eNatis Systems in order to ensure effective eNatis administrative support is delivered within the sub-section, as per laid down procedures.

Key Performance Areas

- Performance sequences associated with registration and motor vehicle licensing.
- Maintaining security measures on all monies, documentation and submitting to the immediate superior reconciliation and banking.
- Performance tasks and activities associated with the learners and driving license.
- Attending to specific enquiries and complaints of the public owners, drivers.

Minimum Requirements

- Grade 12
- Computer literacy
- eNatis System Training Certificate
- One (1) relevant experience

4. POST NAME : HOUSING OFFICER (PERMANENT)

DIRECTORATE : P & LED

TASK GRADE : 11

BASIC SALARY : R36 6677.64 pa

Job Purpose

Coordinates the implementation of technical and administrative function in the housing section.

Key Performance Areas

- Facilitate specific activities relating to land housing project management in the section.
- Coordinates functional and operational information on the immediate, short, long objectives and current development
- Coordinates procedural administration requirements and reporting deadlines associated with the functionality

Minimum Requirements

- Grade 12
- National Diploma in Public Management
- 3 Years' Experience in Local government
- Code EB Driver's License

Applications

Applications must be submitted on the Port St Johns Local Municipality's Application form for Employment, accessible in our municipal website. All applications should be accompanied by a detailed curriculum vitae (CV), certified copies of qualifications and must be submitted for the attention of the Senior Manager Corporate Services to the following address/es: Port St Johns Local Municipality, P.O Box 2, Port St Johns, 5120 or hand delivery by currier or individually to Erf. 257 Main Street, Port St Johns 5120.

The details of the advertisement and application form are found on our website:

www.psjmunicipality.gov.za

Enquiries relating to the above should be directed to: HR Admin Office at Telephone: 047-564 6700 / 0825642116

CLOSING DATE FOR APPLICATIONS: 06 March 2026


M. Ngxekana

Acting Municipal Manager.



Port St. John's Local Municipality