



BEAUFORT WEST MUNICIPALITY

External
Notice Nr. 124/2021

Beaufort West Municipality is fully committed to service delivery in its municipal area and to the goals set out in the Employment Equity Act (1998) and Council's Equity Plan. In order to promote the Municipality's representation of the people it serves, applications from the designated groups will have preference

DEPARTMENT: INFRASTRUCTURE SERVICES DIVISION: PMU/ CAPITAL PROJECTS & GIS

WC0530252 - ING 203- PMU TECHNICIAN SALARY: T10: R18 812.45 (One Year Contract Position)

JOB PURPOSE: To coordinate and control the administrative functionality and attends to the implementation of procedures, applications, systems and controls to facilitate and support the recording, updating, circulation and maintenance of information with regards to capital projects.

QUALIFICATIONS/REQUIREMENTS/EXPERIENCE: National Diploma in Civil Engineering, Basic training in AutoCAD drawing software, AutoCAD Civil 3D, Civil Designer (or similar engineering design software) and ArcView (GIS). *2 years' experience

Advance knowledge of the following office programme:

- MS Word, Excel, Power Point

Skills required:

- Code EB Drivers' license, Good organizational skills, public relations and administrative abilities.
- Proficiency in at least 2 of the official languages of the Western Cape, Good written and oral communication.
- Good human relations, interpersonal, written and verbal communication skills *Ability to give attention to detail and work under pressure
- High level of responsibility *Ability to maintain confidentiality
- Working knowledge of local government prescripts as it relates to powers and functions of the PMU Manager

PHYSICAL & SPECIAL REQUIREMENTS OF THE POST: Physically fit and able bodied. Must work overtime/attend meetings after normal office hours when required.

KEY DUTIES: Assist the Manager with the 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 *Assist the Manager to 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 *Assist the Manager to perform specific administrative tasks/ activities associated with the updating and maintaining of records / information of work-in-progress and completed works * Perform any other duty as instructed by the immediate supervisor.

BENEFITS

* Ample leave * Sick leave. No other benefits applicable to post.

CLOSING DATE: FRIDAY 08 OCTOBER 2021 AT 12h00

NB: Should you not be contacted by us within 3 months, please assume that your application has not been successful. Certified copies of documentation of qualifications/valid drivers' licenses must be attached as proof to be considered. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. Any person canvassing with the view of being appointed in a post shall be disqualified from appointment.

NO APPLICATIONS VIA FAX OR E-MAIL WILL BE ACCEPTED.

Full particulars and prescribed application forms can be obtained from **Leonie Barnard/Imelda F Dourie/Angilo T Jacobs/Adriaan Duimpies at telephone 023-4148100/8149. Completed applications should be sent to or handed in at –**

THE MUNICIPAL MANAGER, PRIVATE BAG 582, 112 DONKIN STREET, BEAUFORT-WEST, 6970

Municipal Office
112 Donkin Street
BEAUFORT WEST
6970

MJ PENXA
MUNICIPAL MANAGER

2021/09/13