



BEAUFORT WEST
MUNICIPALITY * UMASIPALA * MUNISIPALITEIT
External Vacancy
Notice Nr: 158/2026



PMU TECHNICIAN – WC0530252 - ING 72
DEPARTMENT: INFRASTRUCTURE SERVICES
SECTION: PMU/CAPITAL PROJECTS & GIS
36 MONTHS FIXED TERM CONTRACT

SALARY: T10: R24 267.64 pm R291 211.72 – R378 013.50 per annum

JOB PURPOSE:

To assist the Manager PMU/Capital Projects & GIS in the planning, design, procurement, implementation and handover phases of all capital and planned maintenance projects related to civil engineering infrastructure. This is to ensure that a satisfactory standard of work is achieved through existing practiced civil engineering standards and guidelines.

Requirements:

A relevant National Diploma in Civil Engineering. Computer literacy: MS Office, EB Driver's License

Skills Required:

- Good written and verbal communication skills.
- Computer literacy, including proficiency in MS Office (Word, Excel and PowerPoint).
- Basic knowledge of AutoCAD, AutoCAD Civil 3D, Civil Designer or similar engineering design software.
- Basic knowledge of ArcView or other GIS software.
- Good planning, organisational and time-management skills.
- Project management and coordination skills.
- Technical drawing, design and interpretation of engineering plans and specifications.
- Knowledge of civil engineering construction and infrastructure maintenance processes.
- Understanding of project scheduling, budgeting, cost control and quality management.
- Knowledge of tender documentation, procurement processes and contract administration.
- Good analytical, problem-solving and decision-making skills.
- Accuracy, concentration and attention to detail.
- Ability to prioritise tasks, meet deadlines and work under pressure.
- Good interpersonal, teamwork and stakeholder engagement skills.
- Ability to work independently and as part of a multidisciplinary team.

Experience:

3 - 5 years' relevant experience.

Competency Requirements of the Post: Level 2

- **Core Professional Competencies:** Planning, Organizational Awareness and Attention to Details.
- **Functional:** Design, Project Management, Construction and Operations and Maintenance.
- **Public Service Orientation Competencies:** Interpersonal Relationships, Communication, Service Delivery Orientation
- **Personal Competencies:** Action and outcome orientation, Resilience, Cognitive ability, Change readiness, Accountability and ethical conduct.
- **Management/ Leadership Competencies:** Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

KEY DUTIES:

- **Main functions:** Assist the Manager with the planning, design, procurement, construction and handover phases of all capital and planned maintenance projects related to civil engineering infrastructure.
- **Project functions:** Assist with planning, design and implementation of all capital and planned maintenance projects related to civil engineering infrastructure.
- **Programme/Time Management:** 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.
- **Financial Management:** 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.
- **Quality Management:** 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.
- **Procurement Management:** 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.
- **Construction Management:** Assist the manager to coordinate, manage and administer the construction of all capital and planned maintenance projects related to civil engineering infrastructure.
- **Risk Management:** Assist the manager to formulate, coordinate, manage and administer risk mitigation strategies of all capital and planned maintenance projects related to civil engineering infrastructure
- **Communication Management:** Assist the manager to formulate, coordinate, manager and administer an effective project communication strategy for all capital and planned maintenance projects related to civil engineering infrastructure
- **Administrative Functions:** Assist the manager to perform administrative tasks/activities associated with the updating and maintaining of records/ information of work- in-progress and completed works.

PHYSICAL REQUIREMENTS OF THE POST

- The physical attributes required for the performance of tasks associated with specific key performance areas in this post necessitates that the incumbent be physically fit and able bodied

General instructions:

Please Note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Completed applications, accompanied by certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver's licences, Professional Driver's Permits and registration certificates from professional bodies, where applicable. 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. Applicants must apply for the vacancy on the official BWM 5 Application for Vacancy form and if not your application will result in disqualification.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Beaufort West Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (three) months of the closing date, please regard your application as unsuccessful. For more details on vacancies visit our website www.beaufortwestmun.co.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

Closing Date: Friday 6 November 2026 at 12H00

Job Related Enquiries: Mrs. Joanne Abrahams – 023 414 8161

General HR Enquiries: Mr. Pablo Mokoaleli – 023 414 7549

Complete Applications, clearly marked, accompanied by a comprehensive CV and details of contactable referees for the abovementioned vacancy must be sent to/handed in at –

The Office of the Municipal Manager, Private Bag 582/112 Donkin Street, Beaufort West 6970

Or email to

erecruit@beaufortwestmun.co.za

F. SABBAT
ACTING MUNICIPAL MANAGER

21 October 2026