

**NEWCASTLE MUNICIPALITY**

**VACANCIES**

**CS24/2021**

The following vacancies exist in the department as mentioned hereunder :-

**DEPARTMENT : TECHNICAL SERVICES**

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| Position | **MANAGER : PMU : POST ID : TS575** |
| Remuneration | R1 019 937,23 per annum (Total Cost to Council) - **5 Year contract** |
| Qualifications | * National Diploma / Degree in Civil / Mechanical Engineering
* Valid Code B driver’s license
* Experience with communities, contract management, consultants, government and other related stakeholders in roads, storm water, bridges, housing constructions, infrastructure development and other related projects
* Computer literate
* Knowledge of relevant legislations (MIG PROJECTS AND MFMP)
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| Experience | * 5 years relevant experience
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| Responsibilities | * Managing, controlling and monitoring the implementation of MIG projects in the municipal area within the relevant framework.
* Management of project quality and ensure compliance with the standard specifications.
* Checking and certify payment certificates in respect of all MIG projects for approval.
* Carrying out productive studies, develop and maintain project data for the evaluation and analysis of programme achievements.
* Keeping abreast with technological developments in the above.
* Analysing and aligning requirements with operating capacity and capability.
* Supplying of staff with job descriptions, performance indicators and whose performance was determined at least quarterly.
* Defining / adjusting the key performance indicators, job design and role boundaries of personnel against service delivery requirements.
* Evaluating the capability of prospective applicants and participating in the interviewing and final selection sessions.
* Conducting appraisals to measure performance and objective accomplishments against agreed targets and reviewing goals and setting new objectives.
* Identifying technical / non-technical skills gaps within the department and completes developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities.
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| Position | **SENIOR ACCOUNTANT : POST ID : TS600** |
| Remuneration | R475 737,63 per annum (Task Grade 14) |
| Qualifications | * Diploma or Degree in Financial Management or a relevant qualification
* Computer literate
* Knowledge of relevant legislations
* To perform all financial duties in the PMU section
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| Experience | * 4 Years’ experience
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| Responsibilities | * Preparing MIG cash flows.
* Monitoring of expenditure as per cash flows adopted.
* Monitoring expenditure on all Technical Services capital projects.
* Preparing the adjustment and annual budgets for MIG and Technical Services (PMU and Water Sections), in consultation with the relevant Directors and SED.
* Prepare and provide internal monthly expenditure reports.
* Report to the Director : Infrastructural Services (Civil) on a need to know basis.
* Prepare budget reviews.
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| Position | **SENIOR ENGINEERING TECHNICIAN : POST ID : TS580B** |
| Remuneration | R475 737,63 per annum (Task Grade 14) |
| Qualifications | * National Diploma / Degree in Civil Engineering
* Certificate in Project Management
* Incumbent must be able to understand the projects implementation processes and requirements
* Driver’s license – Code 08
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| Experience | * 4 Years’ relevant experience
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| Responsibilities | * Technical support and evaluation of proposed projects in alignment with the respective municipal IDP’s and the regional and provincial growth and development plans.
* Project manage the labour-intensive projects in line with the EPWP framework and the related reporting requirements.
* Arrange regular project progress meetings.
* Ensure compliance of all legal aspects and conditions, required from the different spheres of government.
* Conduct site visits / meetings to ensure compliance to business plan conditions.
* Manage cash flows and committed project expenditure.
* Verify payment certificates and preparation of monthly payment schedule documentation.
* Maintain project performance data on national database.
* Assist with other related municipal infrastructure programmes.
* Ensure that the PMU Manager is informed of all activities of the projects within the municipality formally and on a need to know basis.
* Prepare cost estimates for the various projects as required.
* To co-ordinate with design sub-division, for the implementation of standards and requirements for construction and makes recommendations of variations or extras.
* Execute the necessary administration to ensure the MIG Programme is implemented effectively.
* Maintain records of all standard construction tests.
* Liaise with public, suppliers, other sections and departments as required for the execution of the programme.
* Attend to all safety and legal requirements in terms of the acts as applicable.
* Attend meetings to other sectors.
* Supervising Engineering Technicians.
* Acting as a consultant for internal projects, this involves all stages of the project.
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| Position | **JUNIOR TECHNICIAN (X2) : POST ID’S : TS587 AND TS588** |
| Remuneration | R317 887,71 per annum (Task Grade 11) |
| Qualifications | * Matric
* National Diploma in Civil Engineering
* Certificate in Project Management
* Code 10 driver’s license
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| Experience | * 2 Years’ experience
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| Responsibilities | * Site Supervision.
* Arrange monthly meeting with consultant.
* Monitor progress versus with expenditure.
* Ensure construction is according to design for the durability of the structure.
* Supervise students and give instructions.
* Verify payment certificate and preparation of monthly payment schedule documentation.
* Project-manage labour-intensive projects in live with the EPWP framework and the related reporting requirements.
* Quality control and quality assurance.
* Test construction materials and soil samples in laboratories.
* Prepare cost estimates.
* Surveying and site inspections.
* Preparation of monthly progress report.
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| Position | **MIS DATA CAPTURE: POST ID : TS604** |
| Remuneration | R188 679,01 per annum (Task Grade 7) |
| Qualifications | * Matric and GIS/CAD Qualification
* Code EB driver’s license
* Computer competency (MS Word and GIS Software)
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| Experience | * 1 Year experience
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| Responsibilities | * MIC projects filing.
* MIG MIS data capturing / reporting
* Managing MIS project reports.
* Management and maintenance of the national monitoring database.
* Liaise with the provincial and National IT Specialist on related issues.
* Capturing of MIG business plans into Municipal Infrastructure System.
* Providing data and information technology and quality control.
* Manipulating data for the preparation of all necessary reports to municipalities and the relevant provincial and national departments.
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**CV’s can be forwarded to the Directorate : Human Resources, and be placed in the box with Security in the Rates Hall, Tower Block, 1st Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Strategic Executive Director : Technical Services, Mr S Chauke at 034 – 328 7926.**

* Canvassing for appointment will automatically disqualify an applicant.
* If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
* The Directorate : Human Resources will not accept responsibility for information not mentioned in applications.
* **NO** late applications will be accepted.
* **NO** e-mails or faxes will be accepted.
* The Directorate: Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.
* All applicants may be required to undergo a proficiency test.
* **NO** applications shall be considered without certified copies of the original documents of qualifications.
* The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representativity through the process of affirmative action.
* It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers

 and references will be contacted. Verifications will be done on his / her qualifications, criminal and credit records.

* Applicants must have no criminal record or pending criminal/departmental or civil cases. The candidate will be required to

 disclose all financial interest and will be subjected to competency assessment.

* Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
* Applicants should be a South African citizen or permanent resident.
* **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.

**NB : AFRICAN FEMALES ARE ENCOURAGED TO APPLY**

**For full details on the vacancies go to** [**www.newcastle.gov.za**](http://www.newcastle.gov.za)

**CLOSING DATE : 18 JUNE 2021**