



Elundini Local Municipality

1 Celler Street • Maclear • 5480 • PO Box 1 • Maclear • 5480

Tel: +27 (0) 45 932 8100 • Fax: +27 (0) 45 932 1094 • Email: info@elundini.gov.za

08th May 2018

ELUNDINI LOCAL MUNICIPALITY

EXTERNAL ADVERTISEMENT NOTICE NO: 17/2017-18

The Elundini Local Municipality a category B Municipality, incorporating Maclear, Ugie, Mt Fletcher and parts of Tsolo and Qumbu with its seats in Maclear, invites applications from experienced, qualified and committed individuals to the following positions:

INFRASTRUCTURE PLANNING AND DEVELOPMENT

1. MANAGER: PROJECT MANAGEMENT UNIT (TASK GRADE 17) ANNUAL BASIC SALARY R 557 997.60-R724 334.40

Minimum Requirements: B-Tech or Degree in Engineering Qualification •/NQF Level 5/6 • Professional Registration with ECSA. • Code EB Driving license • Experience – 4-6 years in related field

MAIN DUTIES: MANAGEMENT FUNCTIONS • Identifies and defines the immediate and short term objectives/ plans associated with projects and contracts by: • Compiling plans (Business plans) and budgets in consultation with the Manager taking into account the Municipalities Procurement Policy • Analyzing and aligning project requirements with operating capacity and capability • Evaluating and commenting on the applicability of specific key performance indicators and measures against project outcomes detailed in the municipality's Integrated Development Plan. • **FINANCIAL CONTROL:** • Analyzing trends, operating requirements and forward plans to establish/ determine funding/ expenditure for the period • Evaluating projects and contracts performance against budget and addressing deviations/ variance with appropriate personnel • Monitoring and implementing corrective measures to rectify deviations/acts contrary to financial regulations, audit requirements and departmental

If you are aware of any instances of fraud and/or corruption within the municipality, these matters may be reported, anonymously, to:

Freecall: 0800 117 844 • Freefax: 0800 007 788 • SMS: 32840 • Email: elundini@tip-offs.com
Freepost: Freepost KZN138, Umhlanga Rocks, 4320

All correspondence must be addressed to the Municipal Manager

procedures. • **CONTRACT MANAGEMENT** • Guiding the drafting, adjudication and reporting processes with regards to contracts/ tenders and verifying details, terms and conditions, specification, etc complying with laid down policies (Chain Management policy, Procurement

Policy), regulations and procedures and submitting to the tender Committee for rectification • Participation in and briefing parties (Consultants/ Contractors, etc) on the terms and scope of appointment and, evaluating, investigating and approving submissions on project/ contract progress, performance and costs • Complying with council's Affirmative Procurement Policy in providing opportunities to the emerging contractors to develop and enhance their skill base and promoting employment at a local level • Resolving technical conflicts and contractual claims and preparing the necessary reports for submission to the Manager. • **OPERATIONAL MANAGEMENT** • **PROJECTS & CONTRACTS**: • Coordinating Business Plan and implementation plans for projects/contracts in the acceptable formats • Establishing Key performance indicators and measures for determining/ assessing the level and appropriateness of service delivery with respect to planning schedules and complying with deadlines • Managing the operational dimensions and resources and cost effectiveness of activities against operational plans and budgets. • **COMMUNICATION**: • Coordinating the facilitation and implementation of Technical and Steering Committee meetings to serve as avenue to facilitate functional information and receive public comment (Communities and stakeholders, contractors) • Participating in various meetings (Council, Internal and External forums) and provides comments/opinions on matters affecting or concerning projects/contracts.

Interested candidates meeting the requirements are requested to forward application letters together with detailed CVs and certified copies of all required documentation. The Council reserves the right not to continue with interviews if it feels that no suitable candidate could be found.

NB: Elundini Local Municipality is committed to the provisions of the Employment Equity Act No. 55 of 1998 for the advancement of previously disadvantaged and disabled persons.

Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants. Appointment will be subject to compulsory pre- employment screening in the form of Qualifications, Reference check and criminal checks, competency assessment (where applicable). Candidate in possession of foreign qualifications should attach a certificate of evaluation of their qualification from SAQA.

Faxed applications will not be accepted.

Applications should be addressed to:

Director Corporate Services
Elundini Local Municipality
P.O. Box 1
Maclear
5480

Tel. No: (045) 9328100

Closing Date: 01st June 2018