



PRINCE ALBERT MUNICIPALITY

PRIVATE BAG X53
PRINCE ALBERT
6930

NOTICE 104 / 2022

DIRECTORATE: TECHNICAL SERVICES

VACANCY: TECHNICIAN CIVIL SERVICES (PMU)

EXTERNAL & INTERNAL VACANCY

Formal written applications on the prescribed application form are hereby invited from persons who have the necessary qualifications and experience for appointment as:
TECHNICIAN CIVIL SERVICES (PMU)

MINIMUM REQUIREMENTS

- National Diploma in Civil Engineering, Quantity Surveying, Project Management or equivalent NQF Level 6 B-Degree-would be an added advantage
- Basic training in AutoCAD drawing software, AutoCAD Civil 3D, Civil Designer (or similar engineering design software) and
- ArcView (GIS). *2 years' experience would be an added advantage
- MS Word, Excel, Power
- 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.- 3-5 years relevant experience
- Physically fit and able bodied. Must work overtime/attend meetings after normal office hours when required.

DUTIES AND RESPONSIBILITIES

- 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
- Assessing outcomes contained in reports & studies reflecting community needs
- Backlogs study & key development needs in the IDP and strategic sectoral plans
- Make reports of assessment available & identify specific projects with MIG& EPWP framework
- Prepare preliminary design proposals to represent proposed interventions
- Seek information & compile schedules, bills of quantities, tender documentation & advertisement notices.
- Co-ordinates and control tasks associated with implementation of procedures, monitoring contractors/teams to comply with standards and specifications re maintenance work & projects and personnel.
- Perform any other duty as instructed by the immediate supervisor.
- Applying specific sequences associated with initiating and completing electronics back-up of accounting information and/or referencing source documentation, reports and/or instructions to facilitate retrieval.

SALARY: T- 12 : R 26 502,09 p.m (R 318 025.08 p.a)

APPOINTMENT PERIOD: 24 MONTHS

CLOSING DATE: THURSDAY, 9 JUNE 2022

Applications to be submitted on the prescribed application form (obtainable from the municipal website or Human Resource offices), accompanied by a cover letter, curriculum vitae, original, certified copies of qualifications and identity document, and must be addressed to **Mr Abridon Sass, HUMAN RESOURCES SECTION**, Private Bag X53, Prince Albert, 6930 before or after **THURSDAY 9 JUNE 2022**.

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and references may be contacted and their qualifications, credit record may be verified.

Enquiries can be directed to **Mr. Abridon Sass** at Tel. 023 541 1036 or via e-mail (jobapplications@pamun.gov.za).

The Prince Albert Municipality is an equal opportunity employer and encourages disabled people, persons from previously disadvantaged groups and especially women applicants to apply. The Municipality reserves the right not to make any appointment. Favouritism will disqualify a candidate.

If you have not received any correspondence regarding the application within 30 days after the closing date, then you can accept that your application was unsuccessful.

PRINCE ALBERT MUNICIPALITY
Private Bag X53,
PRINCE ALBERT
6930
e-pos: jobapplication@pamun.gov.za
Tel. (023) 5411320
Faks. (023) 5411321




ALDRICK HENDRICKS
ACTING MUNICIPAL
MANAGER

24 MAY 2022