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PO Box 539  
Peddie  
5640

## VACANCIES

Ngqushwa Municipality incorporating Hamburg, Peddie Town, rural and portion of King Williams Town rural invites suitably qualified and experienced candidates to apply for the following position:-

**Department** : **Infrastructure Development**  
**Position** : **Manager: Project Management Unit (PMU)**  
**Basic Salary** : **R 495 292.42 – R 642 904.42 p.a. CTC (Grade 15)**

### Requirements:-

- A minimum of B. Tech in Civil Engineering
- Minimum of 5 years in Managerial position
- Registration with professional body e.g. ECSA
- Experience in a Municipal environment will be an added advantage
- Basic understanding and knowledge of Local Government
- Valid driver's licence (Code 08)

### Duties:-

- Reporting to the Director: Infrastructure Services
- Plans, coordinates and manages activities of all MIG and Capital projects
- Manages the formulation of specific contracts and tender documents and controls contractual obligations in respect of the relevant areas of responsibility
- Coordinates specific administrative and reporting requirements associated with the key performance and result Indicators of the functionality
- Perform project management functions
- Prepares capital and operating estimates and controls expenditure against the approved budget
- Manage construction of internal projects and serve as a principal agent for all Capital projects

**Department** : **Corporate Services**  
**Position** : **Officer: Document Management**  
**Basic Salary** : **R 173 668.28 – R 225 449.28 p. a (Task Grade 10)**

### Requirements:-

- An appropriate recognized tertiary qualification (NQF Level 6) or 3-5 years relevant work experience as a Records/Registry Officer at any other institution
- Completed relevant training in archives and records management
- Supervisory experience will be an added advantage
- Good interpersonal and communication skills (verbal & written)
- Administrative, analytical and organizational skills
- Ability to work under pressure and in a team
- Preparedness to work irregular and long hours
- Ability to maintain a high level of confidentiality
- A valid driver's license (added advantage)
- Computer literacy

**Duties:-**

- Reporting to the Administration Manager, the successful candidate will ensure that the Municipality's records are managed effectively and efficiently in compliance with the regulatory framework
- Compiling, implementing and reviewing the file plan, records policies and procedures and records control schedule as well as schedule of electronic records for the Municipality
- Providing support advice to all line Managers and Departmental Secretaries on archives and records management
- Implementing information security with regards to archives and records management
- Manage and monitor the municipality's archives and records
- Attending internal/external meetings/workshops on archives and records management
- Performing any other registry related duties
- Liaising with other departments to transfer and dispose records
- Compiling of monthly, quarterly statistics and reports
- Supervise staff

Interested person should submit application letter together with comprehensive curriculum vitae, certified copies of qualifications and the names of at least three contactable references, to the **Municipal Manager, PO Box 539, Peddie, 5640.**

Enquiries can be directed to the **Human Resources Manager, Mr. Mkhusele Mxekezo** at **040 6733 095.**

**NB:**

- No faxed or e-mailed applications will be accepted
- Shortlisted applicants will be subjected to competency assessment and vetting processes
- Only certified copies of certificates, ID and driver's license accepted
- Canvassing of Councillors and/or officials will result to disqualification of your application
- Only the shortlisted and successful applicants would be contacted, therefore if you have not heard from us within 30 days after the closing date regard yourself as unsuccessful, however, the Municipality appreciates your interest and wishes you the best in your career
- Ngqushwa Municipality is under no obligations to fill the post after advertisement thereof
- Applicants with disabilities are encouraged to disclose their disability status on their applications
- Preference will be given to applicants from designated groups in line with Employment Equity Act & Plan

**Closing date: 12 August 2016**

**MR. TT. MNYIMBA**  
**MUNICIPAL MANAGER**