



DIRECTORATE: CIVIL ENGINEERING SERVICES

TEMPORARY MANAGER: PROJECTS MANAGEMENT

REF: CIV T15 01/01/22

SALARY SCALE: R523 296 – R679 308 T15 per annum

REQUIREMENTS:

- Degree in Civil Engineering + Pr Registration; (NQF Level 7) (Pr Eng) or (Pr Tech)
- Code EB driver's license.
- Computer literacy (Excel, Word, Microsoft Projects, Collaborator, Solar, email, etc)
- Written and oral communication skills
- Good interpersonal skills.
- Sound knowledge of Engineering software
- Financial management/budgeting skills.
- 5 Years at a contract management level in the Civil Engineering field (Labour intensive Construction)
- Ability to communicate in at least two of the official languages of the Western Cape

SPECIAL CONDITIONS ATTACHED TO THE POST:

- Must have good interpersonal skills.
- Must be able to handle conflict situations.
- Must have good communication and interpersonal skills
- Must be able to work under pressure
- Must be reliable and trustworthy
- Must have good leadership and people skills
- Must be willing to perform overtime duties
- Must be willing to work in adverse weather conditions
- Must be willing to travel outside the municipal boundaries of George to attend meetings on behalf of Council
- Must have a good understanding of Risk Management

DUTIES:

- Ensure that project and infrastructure provision is carried out according to master plans, the IDP, Batho Pele Principles and all applicable legislation and guidelines related to the provision of services.
- Ensure that Consultants and Contractors conform to specific requirements prior to and during the tender appointment process.
- Ensure that projects are managed professionally and that all contractual requirements, organisational objectives and targeted outcomes are met and that projects are completed on time, within budget and to specification.
- Ensure that Consultants and Contractors perform according to contractual requirements.
- Ensure that the PMU Section is effectively managed and that all functional responsibilities are adequately addressed.
- Ensure that activities, projects and assignments associated with civil engineering and related services for municipal developments are planned, implemented, monitored and successfully completed with deviations addressed and corrective measures introduced to curb non-conformance, poor quality and/ or performance.
- Ensure efficient financial estimating, planning, budget implementation and control and financial reporting within the Section.
- Ensure that information, documentation and advice on relevant matters are available and communicated through the various mediums and promote technical development and experiential training.
- Ensure accurate planning, project and operational information is maintained and made available, and administrative requirements are effectively and professionally managed through the implementation of practices, procedures and policies.
- Ensure job satisfaction and a high level of discipline and productivity of all divisional staff.

ENQUIRIES: MS LC MOOIMAN (044 - 801 9353)

The Council will consider all applications in terms of their Employment Equity Plan which acknowledges the imperative need to diversify the demographic composition of its workforce, in particular with the emphasis on appointing candidates from the designated/under –represented groups. Canvassing for appointment will lead to automatic disqualification.

If you meet the requirements, forward detailed CV and covering letter with an application form obtainable from the HR Office, Civic Centre, York street, George or www.george.gov.za at Vacancies. Please address your application to: The Senior Manager Human Resources, PO Box 19, George 6530 via e-mail: recruitment@george.gov.za.

Note: Please attach certified copies of highest educational qualifications. **State clearly on your application the reference number and post for which you are applying.**

Each post must be on a separate application form. Late applications or applications sent via fax will not be accepted. If you have not heard from us within 3 months of the closing date, please accept that your application was unsuccessful.

COUNCIL RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT

CLOSING DATE: 11 FEBRUARY 2022



DIREKTORAAT: SIVIELE INGENIEURSDIENSTE

TYDELIKE BESTUURDER: PROJEKTEBESTUUR

VERW: CIV T15 01/01/22

SALARIS SKAAL: R523 296 – R679 308 T15 per jaar

VEREISTES:

- Graad in Siviele Ingenieurswese + Pr Registrasie; (NKR Vlak 7) (Pr Eng) of (Pr Tech)
- Kode EB -rybewys.
- Rekenaarvaardigheid (Excel, Word, Microsoft Projects, Collaborator, e -pos, ens.)
- Skriftelike en mondelinge kommunikasievaardighede
- Goeie interpersoonlike vaardighede.
- Goeie kennis van ingenieursagteware
- Finansiële bestuur/begrotingsvaardighede.
- 5 Jaar op kontrakbestuursvlak in die veld Siviele Ingenieurswese (arbeidsintensiewe konstruksie)
- Vermoë om in ten minste twee van die amptelike tale van die Wes -Kaap te kommunikeer

SPESIALE VOORWAARDES GEKOPPEL AAN DIE POS:

- Moet oor goeie menseverhoudinge beskik.
- Moet konfliktsituasies kan hanteer.
- Moet oor goeie kommunikasie- en interpersoonlike vaardighede beskik
- Moet onder druk kan werk
- Moet betroubaar wees
- Moet oor goeie leierskap- en mense -vaardighede beskik
- Moet bereid wees om oortyd te werk
- Moet bereid wees om in ongunstige weersomstandighede te werk
- Moet bereid wees om buite die munisipale grense van George te reis om vergaderings namens die Raad by te woon
- Moet 'n goeie begrip van risikobestuur hê

PLIGTE:

- Verseker dat projek- en infrastruktuurvoorsiening uitgevoer word volgens meesterplanne, die GOP, Batho Pele - beginsels en alle toepaslike wetgewing en riglyne rakende die lewering van dienste
- Verseker dat konsultante en kontrakteurs voldoen aan spesifieke vereistes voor en tydens die tender aanstellingsproses
- Verseker dat projekte professioneel bestuur word en dat alle kontraktuele vereistes, organisasiedoelwitte en doelgerigte uitkomst bereik word en dat projekte betyds, binne die begroting en volgens die spesifikasies voltooi word
- Verseker dat konsultante en kontrakteurs volgens kontraktuele vereistes presteer
- Verseker dat die Projek Bestuur Eenheid effektief bestuur word en dat alle funksionele verantwoordelikhede voldoende aangespreek word
- Verseker dat aktiwiteite, projekte en opdragte wat verband hou met siviele ingenieurswese en verwante dienste vir munisipale ontwikkelings beplan, geïmplementeer, gemonitor en suksesvol afgehandel word met afwykings wat aangespreek en regstellende maatreëls ingestel word om nie-nakoming, swak kwaliteit en/ of prestasie te voorkom
- Verseker doeltreffende finansiële skatting, beplanning, begrotingsimplementering en -beheer en finansiële verslagdoening binne die afdeling
- Verseker dat inligting, dokumentasie en advies rakende relevante aangeleenthede beskikbaar is en deur die verskillende mediums gekommunikeer word en tegniese ontwikkeling en ervaringsopleiding bevorder word
- Verseker dat akkurate beplannings-, projek- en operasionele inligting gehandhaaf en beskikbaar gestel word, en dat administratiewe vereistes effektief en professioneel bestuur word deur die implementering van praktyke, prosedures en beleide
- Verseker werkstevredenheid en 'n hoë vlak van dissipline en produktiwiteit van alle afdelingspersoneel

NAVRAE: ME LC MOOIMAN (044 - 801 9353)

Die Raad oorweeg alle aansoeke in terme van sy diensbillikheidsplan, wat erkenning verleen aan die dringende behoefte om die demografiese samestelling van die personeelkorps te diversifiseer, veral met die oog op die aanstelling van geskikte kandidate uit die aangewese/ondervertegenwoordigde groepe. Gunswerwing met die doel om aangestel te word, sal u outomaties vir die pos diskwalifiseer.

Indien u aan die posvereistes voldoen, stuur 'n volledige CV, dekbrief en aansoekvorm, verkrygbaar by die kantoor: Menslike Hulpbronne, Burgersentrum, Yorkstraat, George of www.george.org.za by Vakatures. Rig u aansoek aan: Die Adjunk Direkteur: Menslike Hulpbronne, Posbus 19, George, 6530 of per e-pos: recruitment@george.gov.za

Let wel: Heg asseblief gesertifiseerde afskrifte van u hoogste opvoedkundige kwalifikasies of relevante kwalifikasies soos vereis van die pos aan u aansoek. **Meld asseblief duidelik op u aansoek die verwysingsnommer en pos waarvoor u aansoek doen.** Neem kennis dat u aansoek aan verifikasie van kwalifikasies, krediet en kriminele rekords, onderwerp sal word.

Elke pos moet op 'n afsonderlike aansoekvorm ingevul word. Laat aansoeke of aansoeke per faks sal nie aanvaar word nie. Indien u nie binne 3 maande na die sluitingsdatum vir 'n onderhoud genooi word nie, kan u aanvaar dat u aansoek onsuksesvol was.

DIE RAAD BEHOU DIE REG VOOR OM NIE 'N AANSTELLING TE MAAK NIE

SLUITINGS DATUM: 11 FEBRUARIE 2022