



**RAYMOND
MHLABA**
MUNICIPALITY
.....
UMANTYANO KUPHULISO

T 046 645 7400/7451 | F 046 645 2562
8 SOMERSET STREET
FORT BEAUFORT | 5720
P.O.BOX 36 | FORT BEAUFORT | 5720

VACANCIES

The Raymond Mhlaba Local Municipality is a Category B Municipality, established after the amalgamation of Nkonkobe and Nxuba municipalities. It has its administrative seat in Fort Beaufort and its Council seat in Alice. The Raymond Mhlaba Municipality comprises of the historic towns of Alice (home of University of Fort Hare), Fort Beaufort, Hogsback, Middledrift, Debe Nek, Seymour, Balfour, Adelaide and Bedford. It also serves a large rural area in addition to the towns. The Raymond Mhlaba Local Municipality falls in the Amathole District Municipality in the province of the Eastern Cape. It is looking for visionary, inspirational, customer-oriented, high-calibre and trend-setting strategists to fill the following contract positions.

EXTERNAL ADVERTISEMENT

POST 01: MANAGER: PROJECT MANAGEMENT UNIT

SALARY: TASK GRADE 16 (R498 991 – R647 719) PER ANNUM

DURATION: 03 YEAR FIXED TERM CONTRACT

Requirements:

- A Grade 12/Matric Certificate;
- A three year tertiary qualification in Civil Engineering or equivalent plus project management.
- Registration with Engineering Council of South Africa (ECSA) or equivalent professional body will be an added advantage.
- Minimum of three (3) years practical experience in Civil Engineering or related field.
- Proven Project management experience
- A valid code B drivers licence
- Computer literate in MS Packages

Responsibilities:

The successful incumbent will be responsible for management and co-ordination of all the Raymond Mhlaba's Project Management Unit and other projects; which inter alia include but are not limited to:

- The over-all management of the Project Management Unit (PMU) to ensure that infrastructure projects are implemented within the required time frames, budget and quality specifications and to assist the Municipality with its IDP strategies.
- The maintenance and ongoing improvement of financial and reporting systems.
- Management (projects and financial) of all MIG and other non-MIG funded programmes within the Municipality.



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- Support the Infrastructure (Technical Services) Department with the IDP process, planning of projects, project budget allocations as well as funding and the preparation of project business plans, technical reports and feasibility studies.
- Contract administration of all projects, including quality assurance, approval of professional fee claims and contract certificates.
- The preparation and dissemination of monthly progress reports to the Provincial MIG as well as other Stakeholders and funding institutions.
- Project Risk Management and Management of Consultants and Contractors.

For enquiries please contact Mr. M.P. Nini Director: Corporate Services at the following number (064) 645 7408.

Raymond Mhlaba Municipality is committed to employment equity and therefore in these appointments such factors will be taken into account. Raymond Mhlaba is under no obligation to fill a post after the advertisement thereof. Correspondence will only be entered into with the shortlisted candidates. If you have not heard from us within 3 months of the closing date, regard your application as unsuccessful. The Council nevertheless appreciates the interest shown by all applicants.

Raymond Mhlaba reserves the right not to appoint any applicant to the said vacancy. Application letter together with a comprehensive Curriculum Vitae and certified copies of qualifications and identity document must be addressed to: **The Municipal Manager, Raymond Mhlaba Municipality, P. O. Box 36, Fort Beaufort, 5720** and should reach the afore-mentioned by not later than **12:00 on Friday, 11 August 2020**. Failure to attach the required documents will disqualify your application. Canvassing of Councilors is not permitted and proof thereof will result in disqualification. No faxed or e-mailed applications will be considered.

Ms U. T. Malinzi
Municipal Manager