UMSOBOMVU LOCAL MUNICIPALITY
Continuously Rising

PERSONNEL VACANCY

Umsobomvu Municipality, serving the towns and rural areas of Colesberg, Noupoort and Norvalspont, invites applications from suitably qualified candidates to fill the following vacant position within its establishment:

Post: Manager: Roads and Storm Water

Annual Total Remuneration Package: Negotiable.

Term of Appointment: The post is a fixed term contract of employment of 5 years.

Minimum Qualifications / Requirements: B Degree in Civil Engineering or a National Diploma or B Tech in Civil Engineering/Construction Management; Registration with ECSA as a Professional Technician or Candidate Technician will be an added advantage; Valid driver's licence; Good facilitation and communication skills in at least two of the three local official languages; No criminal record.

Years of experience: 2 years relevant experience in roads and storm water construction and maintenance.

Responsibilities:

- Manage labour intensive projects in line with the EPWP and CWP and related reporting requirements;
- Budget management;
- Road building and maintenance of gravel and surfaced roads;
- Management of Sections fleet;
- Compile reports and submit to Snr. Manager: Technical Services;
- Monitors and evaluates progress with regards to repair, construction, installation and maintenance type work (e.g. construction of asphalt/ gravel roads, installation of underground pipelines, kerb-laying, lines and signs, etc.), by-
  - Providing information to residents/ general public on activities and work sequences associated with roads and storm-water maintenance programmes.
  - Conducting inspections with a view to determining the status and/ or progress of work at specific locations/ sites.
  - Communicating with technical departmental personnel and Site Supervisors to establish departmental teams/ contractor performance levels.
  - Coordinating the implementation of corrective measures at sites in consultation with Engineers/ Professionals with due consideration of cost, quality and time frames and design specifications.
  - Participating in project handover inspections and verifying scope of contract against actual outcomes prior to confirming approval/ acceptance.

  In order to ensure work undertaken is completed in accordance with laid down specifications, quality standards and cost measures as stipulated in contracts or works orders.
- Performs specific administrative tasks/ activities associated with the updating and maintaining records/ information related to the activities/ operations at the Depot, by-
  - Checking details of transactional documentation (works orders, requisitions,

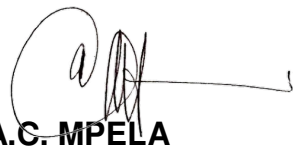
applications, time and attendance schedules, etc.) prior to approving and submitting for further processing.
- Collating information from field reports, inspections and contractual documentation for inclusion into management reports.
- Completing investigative reports, recording details of findings from inspections/ observations and forwards to management for perusal and guidance on unresolved/ pending outcomes.
- Monitoring compliance with administrative and reporting requirements and activates specific sequences/ provide direction to personnel on resolution of referred problems associated with inaccurate data or information hindering processing in related departments.

In order to ensure accurate operational information is maintained and made available on request and specific administrative reporting deadlines are complied with.

Please Note:

1. The municipality is an Equal Opportunity Employer and will observe the requirements of equity employment and it's EE Plan.
2. No late, e-mailed or faxed applications will be considered.
3. Short-listed candidates will be subjected to security vetting/screening, verification of qualifications, criminal record and employment history/reference check.
5. Umsobomvu municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, travel and subsistence allowance to attend interviews, etc., should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Council's Policies or any other relevant legislation.
6. Canvassing and/or lobbying of Councillors for the purpose of being appointed is not permitted and proof thereof will result in the disqualification of an applicant.
7. In the event that an offer of employment is unreasonably declined, the applicant shall be liable for all costs incurred by the municipality including advertisement, assessment as well as travel and subsistence allowances to attend the interviews and assessment.
8. Suitably qualified applicants must submit a detailed CV, certified copies of academic qualifications, Identity Document and Driver's License to **The Municipal Manager**, **Umsobomvu Municipality, Private Bag X 6, Colesberg, 9795, or** hand delivered at **Umsobomvu Municipal Offices, 21A Church Street, Colesberg, at the Registry Office.**
9. The successful applicant will be stationed in **Colesberg, Northern Cape** and the appointment will be subject to the signing of an employment contract.
10. Written communication will only be with shortlisted candidates and if no communication has been received from the municipality within three (3) months after the closing date, please consider your application not successful.
11. The Municipality reserves the right to appoint or not appoint any person.
12. **Closing Date: 15 November 2019 at close of business.**

Enquiries: S. Nkcithiso Tel. 051 7530 777 or e-mail simphiwe@umsobomvumun.co.za during office hours (07:45 – 16:30).



A.C. MPELA
MUNICIPAL MANAGER
Notice Nr. 92/2019 Date: 1 November 2019