



# SAKHISIZWE

## MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

P.O. BOX 26, CALA, 5455  
 ERF 5556, UMTATHA ROAD: TEL – 047-877 5200, FAX – 047 – 877 0000  
 P.O.BOX 21, ELLIOT, 5460  
 15 MACLEAR ROAD, ELLIOT: TEL – 045 – 9311011 / FAX – 045 – 9311 361  
 WWW.SAKHISIZWE.GOV.ZA

<b>POSITION 1: MANAGER: PROJECT MANAGEMENT UNIT</b>	
NATURE OF EMPLOYMENT	3 YEAR FIXED TERM CONTRACT
REMUNERATION	<ul style="list-style-type: none"> <li>• TASK GRADE: 16</li> <li>• R 505,608.72 – R 656,321.88</li> </ul>
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• National Diploma, Bachelor’s Degree or B Tech in Project Management, Civil Engineering or Built Environment.</li> <li>• A relevant minimum 3 years working experience in Project Management.</li> <li>• Registration with professional engineering council of South Africa (ECSA) will be an added advantage.</li> <li>• Valid Driver’s Licence</li> <li>• Knowledge of Municipal Infrastructure Grant and Municipal Infrastructure System.</li> <li>• Auto CAD or any other design programme will be an added advantage</li> </ul>
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> <li>• Responsible in managing and co-ordinating the PMU, advises the Council on how best to implement infrastructure projects.</li> <li>• Ensure that projects are completed as per requirements of the municipality.</li> <li>• Manages the formulation of specific contracts and tender documents and controls contractual obligations in respect of relevant areas.</li> <li>• Responsible for the safety related duties and application of the Occupational Health and Safety Act.</li> <li>• Knowledge of government policies on service delivery, poverty alleviation and eradication and job creation.</li> <li>• Sound knowledge on infrastructural delivery and maintenance of roads and related infrastructure.</li> <li>• Managing of grant funded projects</li> <li>• Registering projects on MIG &amp; MIS</li> </ul>

	<ul style="list-style-type: none"> <li>• Reporting on MIG &amp; MIS</li> </ul>
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<b>POSITION 2: EXECUTIVE SECRETARY TO THE MUNICIPAL MANAGER</b>	
NATURE OF EMPLOYMENT	PERMANENT
REMUNERATION	<ul style="list-style-type: none"> <li>• TASK GRADE: 07</li> <li>• R 154472 – R200515</li> </ul>
MINIMUM REQUIREMENTS	<p>Requirements</p> <ul style="list-style-type: none"> <li>• Grade 12</li> <li>• A Bachelor's Degree/National Diploma in Office Administration, Secretariat and Public Administration</li> <li>• Five (5) years' relevant experience</li> <li>• Must be able to work under extreme pressure</li> <li>• Must be prepared to work irregular hours and to travel when required</li> <li>• Computer literacy</li> <li>• Must be prepared to work after hours and weekends</li> <li>• Valid driver's license</li> </ul>
KEY PERFORMANCE AREAS	<p>Duties:-</p> <ul style="list-style-type: none"> <li>• Manage and coordinate the administration functions in the Office of the Municipal Manager</li> <li>• Assist in ensuring the implementation of projects and compliance with target dates</li> <li>• Ensure that Council Structure resolutions and Management Meeting resolutions are circulated to all HODs and Political Heads</li> <li>• Make follow up on the implementation of resolutions by various departments</li> <li>• Draft submissions, memorandums, briefing notes, presentations and reports as required</li> <li>• Manage Municipal Manager's diary and meetings</li> <li>• Performs specific tasks/activities associated with the provision of a secretarial service and telephones function for the for the Office of the Municipal Manager</li> <li>• Scheduling and updating appointments on behalf of the Municipal Manager</li> <li>• Arrange and confirming travelling and accommodation details of Municipal Manager and other personnel of the department</li> </ul>

	<ul style="list-style-type: none"> <li>• Recording details of discussions/ actions at meetings and preparing draft minutes for perusal and confirmation prior to circulation</li> <li>• Provide the archiving support by controlling the flow of functional document and correspondence including filing, archiving and circulating and retrieval of document within the Office</li> <li>• Attending to the filing of confidential/general documentation and correspondences</li> <li>• Receiving and communicating with guests, complainants and/ or members of the public, establishing the nature of the visit and redirecting to appropriate personnel for attention</li> <li>• Answering telephonic calls and determining requirements prior to transferring to appropriate personnel within the department and recording telephonic messages in the absence of personnel</li> <li>• Handle all logistical support of the office</li> <li>• Facilitate key stakeholder consultation and involvement</li> <li>• Any other relevant duty assigned by the Municipal Manager</li> </ul>
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Sakhisizwe Municipality is an Affirmative Action and Equal opportunity employer, it encourages people with disabilities and women to apply and disclose the nature of their disabilities for the purpose of addressing the Municipalities Employment Equity Plan. Correspondence will be limited to successfully candidates only. If you have not been contacted within 01 month from the closing date, please accept that your application has been unsuccessful. Canvassing of Councillors is not permitted and will result to disqualification thereof. The Council reserves the right not to make any appointment.

Interested persons should submit their detailed CV's, certified copies of qualifications and supporting documents with application letters to:

**Applications should be addressed to:**

<b>Municipal Manager</b>	<b>Or Delivered</b>
<b>NOMTHANDAZO MAZWAYI</b>	
Sakhisizwe Municipality	Sakhisizwe Municipality
P. O. Box 26	ERF 5556, Umthatha Road
CALA	CALA
5455	5455

**NB: Failure to submit documents listed above will result in disqualification. Faxed/emailed application will not be accepted and APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.**

*Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.*

The Municipality reserves the right not to make any appointment in respect of the advertised posts.

**Closing Date: 15 March 2021@16H00**