

Moghaka Local Municipality with its Head Office in Kroonstad in the Free State Province, invites suitable external candidates to apply for the following position.



DEPARTMENT: TECHNICAL SERVICES ADVERTISEMENTS

POSITION: PMU MANAGER (PERMANENT)
SALARY: R794 633.32 pa (EXCLUDING BENEFITS)
POST LEVEL 1 OF GRADE 9 MUNICIPALITY

Requirements:

- Grade 12
- BTech/BSc/B Eng in Civil engineering/Project Management.
- 5 years or more experience in Local Government and project Management
- Experience in MIS MIG System for capturing projects.
- Valid Code 8 driver's license.
- Computer Literate (MS Office, Excel, Power pint, MS Project)

Experience Skills & Other:

- Minimum 5 years and above experience working in Civil Engineering Projects.
- Able to use Total station and dumpy level for setting out for internal projects.
- Financial Management.
- People Management.
- Planning and organising.
- Monitoring and Control.
- Service Delivery Orientation.
- Project Management.
- Communication.

Key Performance Areas:

- Primary responsible to integrate, co-ordinate, project-manage and financially administer the MIG in his area of jurisdiction.
- Ensure project compliance with all applicable legislation, policies and conditions applicable to MIG.
- Project performance and cash flow reviews.
- Liaison with the Provincial Senior MIG Manager as well as other line function department through formal regular evaluation/ progress meetings and on ad hoc basis.
- Submission of monthly, quarterly, bi-annual and ad hoc reports to Department of Cooperative Governance and Traditional Affairs as determined in applicable legislation or required by the MIG Management Unit.
- Maintain project performance data on national database.
- Assist with other related municipal infrastructure programmes.
- Final compilation of monthly, quarterly, bi-annual and annual reports to the MIG Manager.
- Monitor the consolidated cash flow performance reports on each project and on the regional programme collectively.
- Verify and reconcile quarterly transfers from National to the Local Municipality.
- Compile all the financial report (DoRA).
- Audit compliance of all legal conditions, required from the difference sphere of government.
- Support and assisting with all administrative duties required by the PMU team.
- Processing related correspondence and assisting with report generation.
- Performing data audits.
- Managing and maintaining the national monitoring database.
- Liaising with provincial and national IT specialists on related issues.
- Providing data and information technology and quality control.
- Manipulating data for the preparation of all necessary reports to municipalities and the relevant provincial and national departments.
- Submission of monthly, quarterly, bi-annual reports required by the EPWP.
- Verify EPWP data on the Public Works system.

POSITION: PMU TECHNICIAN (PERMANENT)
SALARY: R488 429.12 pa (EXCLUDING BENEFITS)
POST LEVEL 5 OF GRADE 9 MUNICIPALITY

Requirements:

- Grade 12
- National Diploma in Civil Engineering
- 3 years of more experience in Local Government
- Able to work on MIS MIG System for capturing of project
- Able to use Total station for setting out for internal projects
- Valid Code 8 drivers' license
- Computer Literate (MS Office, Excel, Power point, MS Project)

Experience, Skills & Other:

- Minimum 3 years' experience working in Civil Engineering Projects.

Key Performance Area:

- Technical support and evaluation of proposed projects in alignment with the respective municipal IDP's and the regional and provincial growth and developments.
- Project-manage the labour-intensive projects in line with the EPWP framework and the related reporting requirements.
- Arrange regular project progress meetings.
- Ensure compliance of all legal aspects and conditions, required from the different sphere of government.
- Conduct site visits/meetings to ensure compliance to business plan conditions.
- Assist in the management of cash flows and committed project expenditure.
- Verify payment certificate and preparation of monthly payment schedule documentations.
- Assist with other related municipal infrastructure programmes.
- Serve the community as and when required with regards to technical matters.
- Prepare and submit Technical Reports for new "dry" projects for registration on the MIG MIS.
- Checking that the quality of work complies with the relevant design specifications through regular inspections.
- Managing and facilitation of required testing procedures.
- Reviewing methods of work and making recommendations for improvements.
- Assessing the designs for feasibility, Compliance with Council standards.
- Providing technical advice, scrutinising engineering design drawings and technical reports and give guidance to consulting engineering's on Council approval procedures, requirements standards.
- Giving technical input to contractors/site staff at site and/or inspection meetings.

Take Note: Correspondence will be limited to shortlisted candidates only, should you not be contacted within three (3) months of the closing date of the advertisement please consider your application unsuccessful.

The Municipality subscribes and promotes the principle of Employment Equity and Affirmative Action. The Council reserve the right not to make an appointment, if in its view no suitable candidate could be found. Candidate should take note some of the above-mentioned competencies may be formally assessed as part of the selection process. Canvassing of Councillors and Officials with the purpose of being appointed will not be allowed and will lead to qualification. Successful candidate appointed will be subjected to qualification verification, security vetting and criminal records checking.

Applications forms are available at the Municipal Website: www.moghaka.gov.za or at Municipal offices, Security Desk, Municipal Building, Hill street, Kroonstad, Switchboard Municipal Building, Deneysen Street, Viljoenskroon, Switchboard Municipal Building, Van Riebeeck Street, Steynsrus. Written applications that specify the position being applied for together with a comprehensive Curriculum Vitae (CV), certified copies of your Identity document, qualifications and driver's license must be forwarded to:

The Municipal Manager, Moghaka Local Municipality. PO Box 302 Kroonstad, 9500 or be hand – delivered at the Municipal building, Hill Street, Kroonstad, 9500, Faxed and emailed applications will not be accepted. Late applications will not be considered.

ENQUIRIES:

Human Resource Office:
Mrs Keke Moabi
056 216 9156/ 9155/ 9415

CLOSING DATE:

12 December 2025