

**MUNICIPAL INFRASTRUCTURE SUPPORT AGENT (MISA)**

*The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA's primary function is to support municipalities in infrastructure planning implementation, operations and maintenance.*

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to careers@tseleconsulting.co.za
- CLOSING DATE** : 28 July 2017
- NOTE** : All applicants must be SA Citizens/Permanent Residents. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security clearance outcome. Applicants with foreign qualifications must submit a SAQA evaluation report on their qualification(s). It is compulsory that all applicants declare any pending criminal, disciplinary or any other allegations or investigations against them. Applications on form Z83, obtainable from any Public Service department accompanied by a comprehensive CV (previous experience must be comprehensively detailed) quoting the reference number indicated including certified (certification not older than 12 months) copies of all relevant qualifications, service certificates, RSA identification, driving licence and details of three contactable referees as well the capacity of referees in relation to the applicant Failure to submit the requisite documents may result in your application not being considered. Applicants will be expected to be available for selection interviews, security clearance procedures and competency assessments at a time, date and place as determined by MISA. If you have not been contacted for an interview within three months of the closing date, consider your application unsuccessful. Correspondence will be limited to short-listed candidates only. Applications will not be considered after the closing date.
- MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria and other provinces.

**MANAGEMENT ECHELON**

- POST 29/28** : **PROVINCIAL MANAGERS 6 POSTS REF NO: MISA/PM/007**
- SALARY CENTRE** : R898 743-R1 058 891 per annum (Total cost package), Level 13  
Mpumalanga (Nelspruit), Eastern Cape (East London), Western Cape (Cape Town), Northern Cape (Kimberly), North West (Potchefstroom) and Free State (Bloemfontein).
- REQUIREMENTS** : An appropriate Degree in Built Environment or equivalent qualification on NQF level 7, with 5-10 years' work experience in middle management in a related field and exposure in Local Government. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Intergovernmental Relations (IGR). Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Financial Management and, Change Management. Technical competencies: In depth knowledge and understanding of: Contract Management. Programme and Project Management. Government Systems and Structures. Co-operative governance systems and legislation. Local government transformation. Knowledge of local socio-economic infrastructure.
- DUTIES** : The successful candidate will perform the following duties: Provide leadership and management support to MISA personnel deployed in provinces. Establish and maintain relationships with key stakeholders at all levels including sector departments, provincial departments and local government. Facilitate Identification of Technical Support areas in municipalities in a province. Ensure monitoring and reporting of technical support activities in line with MISA's monitoring and evaluation framework. Manage identified risks and escalate relevant matters to senior management within MISA.
- ENQUIRIES** : Najeeda Horseley Tel no: (011) 704 2863

**POST 29/29** : **DIRECTOR: GOVERNMENT INFORMATION AND COMMUNICATION TECHNOLOGY MANAGEMENT (GICTM) REF NO: MISA/DG: ICTM/10**

**SALARY** : R898 743-R1 058 891 per annum (Total cost package), Level 13  
**CENTRE** : MISA Head Office, Centurion  
**REQUIREMENTS** : A Degree in Information Communication and Technology or equivalent qualification on NQF level 7, with extensive work experience of 5-10 years within middle management in the relevant field. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Financial Management. Change Management. Technical competencies: In depth knowledge and understanding of: Information Technology and Information System Operations. SDLC and Application Development. System Security. ICT Software. Computer System Analysis. ICT Assets and Procurement. Network Management.

**DUTIES** : The successful candidate will perform the following duties: Manage the development and implementation of ICT policies, Information Technology (IT) guidelines, procedures, plans and standards in line with the national IT strategies and policies. Manage the delivery of ICT infrastructure solution services. Develop financial, budget and business -related analyses related to MISA -wide IT costs and expenditure, as well as future IT needs. Manage help desk support and hands-on user support. Manage the development and implementation of Business Applications. Manage data-warehouse, databases and data storage.

**ENQUIRIES** : Najeeda Horseley Tel no: (011) 704 2863

**POST 29/30** : **DIRECTOR: RECRUITMENT SUPPORT REF NO: MISA/REC/004**

**SALARY** : R898 743-R1 058 891 per annum (Total cost package), Level 13  
**CENTRE** : MISA Head Office, Centurion  
**REQUIREMENTS** : A Degree in Human Resources Development/ Human Resources Management or equivalent qualification on NQF level 7, with extensive work experience of 5-10 years' in middle management within the related field. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Technical competencies: In depth knowledge and understanding of: Human Resources Practices. Organisational strategy. Policy formulation and, Labour legislations.

**DUTIES** : The successful candidate will perform the following duties: Develop and Implement a national capacity building framework for municipal infrastructure planning, delivery, operation and maintenance. Manage the development and implementation of recruitment policies aimed at placing technical resources in municipalities. Manage recruitment and placement of learners and qualified technical resources in municipalities. Develop and manage the implementation of municipal capacity assessment tools. Monitor and evaluate MISA's capacity building initiative in municipalities.

**ENQUIRIES** : Najeeda Horseley Tel no: (011) 704 2863

#### OTHER POSTS

**POST 29/31** : **DEPUTY DIRECTOR: RECRUITMENT SUPPORT REF NO: MISA/DD: REC/005**

**SALARY** : R657 558-R774 576 per annum (Total cost package), Level 11  
**CENTRE** : MISA Head Office, Centurion  
**REQUIREMENTS** : An appropriate 3 years' National Diploma or Degree in Human Resources Management or equivalent qualification on NQF level 6, with extensive work experience of 3-5 years in the related field. Process Competencies: Applied Strategic Thinking, Problem Solving and Decision Making. Project Management. Developing Others. Team Leadership. Diversity Management. Communication and Information Management. Technical competencies: In depth knowledge and understanding of:

- Human Resources Practices. Organisational strategy. Managerial functions and, Labour legislations.
- DUTIES** : The successful candidate will perform the following duties: Develop policies for recruitment and placement of technical resources and learners in municipalities. Manage recruitment and placement of technical resources and learners in municipalities. Facilitate municipal capacity assessments for developing municipal capacity development plans. Facilitate recruitment and placement of technical resources and learners in the municipalities. Manage the administration of a database of learners, candidates and municipal officials participating in MISA capacity building programmes.
- ENQUIRIES** : Najeeda Horseley Tel no: (011) 704 2863
- POST 29/32** : **DEPUTY DIRECTOR: TRAINING AND DEVELOPMENT 2 POSTS REF NO: MISA/DD: T&D/006**
- SALARY** : R657 558-R774 576 per annum (Total cost package), Level 11  
**CENTRE** : MISA Head Office, Centurion  
**REQUIREMENTS** : An appropriate 3 years' National Diploma or Degree in Human Resources Management or equivalent qualification on NQF level 6, with extensive work experience of 3-5 years in the related field. Process Competencies: Applied Strategic Thinking. Problem Solving and Decision Making. Project Management. Developing Others. Team Leadership. Diversity Management. Communication and Information Management. Technical competencies: In depth knowledge and understanding of: Human Resources Practices. Organisational strategy. Policy formulation and, Labour legislations.
- DUTIES** : The successful candidate will perform the following duties: Develop policies and implement action plans and strategies for technical skills training and development programmes. Facilitate the rollout of technical infrastructure learnership, candidacy and recognition of prior learning programmes. Facilitate coaching and mentorship processes for young graduates. Coordinate technical skills training opportunities for learners and municipal officials. Coordinate stakeholder engagements for enhancement of municipal capacity building support. Administer the MISA technical bursary scheme.
- ENQUIRIES** : Najeeda Horseley Tel no: (011) 704 2863
- POST 29/33** : **DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: MISA/DD: ACQ/15**
- SALARY** : R657 558-R774 576 per annum (Total cost package)-Level 11  
**CENTRE** : MISA Head Office, Centurion  
**REQUIREMENTS** : An appropriate NQF Level 6 National Diploma qualification or Degree in Finance/Supply Chain Management with 3-5 years' relevant experience in Supply Chain Management/Procurement. Process Competencies: Continuous Improvement. Problem Solving and Decision Making. Client Orientation and Customer Focus. Communication and Information Management. Core Competencies: Applied Strategic Thinking. Developing Others. Planning and Organizing. Project Management. Diversity Management. Budgeting and Financial Management. Procurement Strategies. Technical competencies: In depth knowledge and understanding of: Public Finance Management Act. Framework for Supply Chain Management. Computer System i.e. PASTEL. Tender and Contract Administration. Asset Management Framework. Preferential Procurement Policy Framework Act. BEE Framework and BBBEE Act.
- DUTIES** : The successful candidate will perform the following duties: Ensure that acquisition of goods and services is done in accordance with the MISA supply chain management policy, all applicable rules and regulations (for all quotations and bids). Review SCM Policy and manage the requisition process and procedures. Review evaluation scores sheets for quotations before final approval. Establish and manage supplier database in line with Central Supplier Database requirements. Provide SCM advice and guidance in line with Treasury Regulations and prescripts to bid committees. Compile bid evaluation reports for presentation to Bid Adjudication Committee. Compile bid files for all tenders. Ensure that bid documents are properly managed and filed.
- ENQUIRIES** : Najeeda Horseley Tel no: (011) 704 2863

**POST 29/34** : **DEPUTY DIRECTOR: ASSET MANAGEMENT REF NO: MISA/DD: ASS/16**

**SALARY CENTRE REQUIREMENTS** : R657 558-R774 576 per annum (Total cost package), Level 11  
MISA Head Office, Centurion  
: An appropriate NQF Level 6 National Diploma qualification or Degree in Asset Management/Finance Management with 3-5 years' relevant experience in Inventory and Asset Management. Knowledge and treatment of GRAP. Process Competencies: Continuous Improvement. Problem Solving and Decision Making. Client Orientation and Customer Focus. Communication and Information Management. Core Competencies: Applied Strategic Thinking. Developing Others. Planning and Organizing. Project Management. Diversity Management. Budgeting and Financial Management. Technical competencies: In depth knowledge and understanding of: Public Finance Management Act. Framework for Supply Chain Management. Asset Management Software. Tender and Contract Administration. Asset Management Framework. Preferential Procurement Policy Framework Act. BEE Framework and BBBEE Act. Generally Recognised Accounting Practise

**DUTIES** : The successful candidate will perform the following duties: Develop, Implement and maintain an Asset Management Policy and Procedural Manual. Liaise with all role players by providing information, guidance and training with regards to policies and procedures. Attend to audit queries on asset management functions within the timeframe of the Office of the Auditor-General. Maintain an effective and efficient asset management system and asset Register. Render secretarial services to the Asset Control Committee and oversee the disposal of assets. Render secretarial services to the Loss Control Committee. Organise and manage the quarterly and annual asset verification processes

**ENQUIRIES** : Najeeda Horseley Tel no: (011) 704 2863

**POST 29/35** : **DEPUTY DIRECTOR: DEMAND MANAGEMENT REF NO: MISA/DD: DEM/17**

**SALARY CENTRE REQUIREMENTS** : R657 558-R774 576 per annum (Total cost package), Level 11  
MISA Head Office, Centurion  
: An appropriate NQF Level 6 National Diploma qualification or Degree in Public Administration/Finance Management or equivalent qualification with 3-5 years' relevant experience in Supply Chain Management/Procurement. Knowledge and treatment of GRAP. Process Competencies: Continuous Improvement. Problem Solving and Decision Making. Client Orientation and Customer Focus. Communication and Information Management. Core Competencies: Applied Strategic Thinking. Developing Others. Planning and Organizing. Project Management. Diversity Management. Budgeting and Financial Management. Technical competencies: In depth knowledge and understanding of: Public Finance Management Act. Framework for Supply Chain Management. Computer Systems i.e. PASTEL. Tender and Contract Administration. Asset Management Framework. Preferential Procurement Policy Framework Act. BEE Framework and BBBEE Act.

**DUTIES** : The successful candidate will perform the following duties: Ensure that demand management function is performed in accordance with the MISA supply chain management policy, all applicable rules and regulations (for all quotations and bids). Develop and manage standardisation of specification documentation. Develop and manage demand planning process with end users. Facilitate and consolidate procurement plan inputs from end users. Develop guidelines for demand market research and analysis. Provide SCM advice and guidance demand management in line with Treasury Regulations and prescripts to end users during development of specifications and terms of reference. Monitor progress on procurement plan and compile monthly and quarterly reports for presentation to management. Ensure that bid documents are properly managed and filed.

**ENQUIRIES** : Najeeda Horseley Tel no: (011) 704 2863

**POST 29/36** : **DEPUTY DIRECTOR: SECURITY AND FACILITY MANAGEMENT REF NO: MISA/DD: S&F/008**

**SALARY CENTRE** : R657 558-R774 576 per annum (Total cost package)-Level 11  
MISA Head Office, Centurion

- REQUIREMENTS** : An appropriate 3 years' National Diploma or Degree in Public management/ Security management/ Office management or equivalent qualification on NQF level 6, with 3-5 years' experience in the relevant field. Process Competencies: Applied Strategic Thinking. Problem Solving and Decision Making. Project Management. Developing Others. Team Leadership. Diversity Management. Communication and Information Management. Technical competencies: In depth knowledge and understanding of: Public Finance Management Act and Public Service Regulations. Minimum Information Security Standards (MISS). Contract and property management. Occupational Health and Safety Act.
- DUTIES** : The successful candidate will perform the following duties: Develop and implement security and facilities management policies, systems and procedures. Manage the security services in the organisation including access control, supervision of the security zones company, vetting and designation of security zones. Monitor physical security measures in line with the Minimum Information Security Standards (MISS). Manage the provision of adequate facilities like transport, office space, building maintenance, travel contract, cleaning and refreshments in the organisation.
- ENQUIRIES** : Najeeda Horseley Tel no: (011) 704 2863
- POST 29/37** : **DEPUTY DIRECTOR: COMMUNICATION REF NO: MISA/DDG: COM/009**
- SALARY CENTRE REQUIREMENTS** : R657 558-R774 576 per annum (Total cost package), Level 11  
: MISA Head Office, Centurion
- REQUIREMENTS** : An appropriate 3 years' National Diploma or Degree in Communication/ Public Relations/ Marketing or Journalism or equivalent qualification on NQF level 6, 3-5 years' work experience in the relevant field. Process Competencies: Applied Strategic Thinking. Problem Solving and Decision Making. Project Management. Developing Others. Team Leadership. Diversity Management. Communication and Information Management. Technical competencies: In depth knowledge and understanding of: Public Service Act and Regulations. Knowledge of government corporate identity, and branding principles. Communication prescripts for public service. verbal and written communication skills. Negotiation skills. Marketing and Public relations principles.
- DUTIES** : The successful candidate will perform the following duties: Provide media relations and liaison. Manage the corporate identity and image of MISA. Provide publications and content management services. Manage website content and social media services. Solicit appropriate media coverage for the organization's programmes and activities.
- ENQUIRIES** : Najeeda Horseley Tel no: (011) 704 2863
- POST 29/38** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: MISA/DD:IT/14**
- SALARY CENTRE REQUIREMENTS** : R657 558-R774 576 per annum (Total cost package), Level 11  
: MISA Head Office, Centurion
- REQUIREMENTS** : An appropriate 3 years' National Diploma or Degree in Internal Auditing or equivalent qualification on NQF level 6, with 3-5 years' experience in Internal Auditing environment. Process Competencies: Applied Strategic Thinking. Problem Solving and Decision Making. Project Management. Developing Others. Team Leadership. Diversity Management. Communication and Information Management. Technical competencies: In depth knowledge and understanding of: Operational and Performance Audits. Risk Management and Auditing practices. The Public Finance Management Act. Corporate Governance. Treasury Audits. Development of Policies and Strategies.
- DUTIES** : The successful candidate will perform the following duties: Develop and manage the development of strategic three year rolling plan and operational/annual risk based internal audit plans. Implement approved operational and strategic plans, policies and procedures and internal audit methodology. Manage the audits to ensure that professional standards are maintained in the planning, execution, reporting and monitoring. Compile draft audit report and discuss recommendations with relevant management. Assist with examining, evaluating and improving systems of control and risk management process.
- ENQUIRIES** : Najeeda Horseley Tel no: (011) 704 2863

<b><u>POST 29/39</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: MISA/AD: FAS/11</u></b>
<b><u>SALARY</u></b>	:	R334 545-R404 121 per annum, Level 09
<b><u>CENTRE</u></b>	:	MISA Head Office, Centurion
<b><u>REQUIREMENTS</u></b>	:	A senior certificate or equivalent qualification. Process Competencies: Problem Solving and Analysis. Client Orientation and Customer Focus. Computer literacy. verbal and Written Communication Skills. Technical competencies: In depth knowledge and understanding of: Public Finance Management Act, 1999 (Act No. 1 of 1999) and Treasury Regulations. persal System or VIP system.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Implement and monitor the procedures and policies with regard to financial accounting. Review and authorise transactions on the approved financial system and ensure compliance with internal controls. Conduct monthly reconciliation of wage payments and related claims. Process sundry payments for claims and wage payments. Process supplier payments. Maintain and clear off of salary suspense accounts and reconciliation thereof.
<b><u>ENQUIRIES</u></b>	:	Najeeda Horseley Tel no: (011) 704 2863
<b><u>POST 29/40</u></b>	:	<b><u>STATE ACCOUNTANT: FINANCIAL ACCOUNTING SERVICES REF NO: MISA/SA: FAS/13</u></b>
<b><u>SALARY</u></b>	:	R226 611-R266 943per annum, Level 07
<b><u>CENTRE</u></b>	:	MISA Head Office, Centurion
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3 years' National Diploma or Degree in Cost and Management Accounting or Financial Accounting/Financial Management or equivalent qualification on NQF level 6, with a minimum working experience of 1-2 years in the financial field. Process Competencies: Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Computer literacy. Technical competencies: In depth knowledge and understanding of: Public Finance Management Act, 1999 (Act No. 1 of 1999) and Treasury Regulations. General ledger reconciliation and analysis. Basic Accounting System (BAS) and Persal System or VIP system.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Monthly reconciliation of third party payments (EMP201/501). Monitor the monthly clearing of suspense accounts. Process payment of invoices. Process month-end and year-end closures. Administer Petty Cash. Reconcile of general ledger accounts. Monitor departmental debtors. Maintain the filling system.
<b><u>ENQUIRIES</u></b>	:	Najeeda Horseley Tel no: (011) 704 2863
<b><u>POST 29/41</u></b>	:	<b><u>ADMIN OFFICER: TRAINING AND DEVELOPMENT REF NO: MISA/T&amp;D/003</u></b>
<b><u>SALARY</u></b>	:	R226 611-R266 943per annum, Level 07
<b><u>CENTRE</u></b>	:	MISA Head Office, Centurion
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3 years' National Diploma or Degree in Human Resources Management or equivalent qualification on NQF level 6 with 1-2 years' experience in training and development. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Core Competencies: Organisational and planning abilities, People Management and Empowerment. Programme and Project Management. Application of MISA's policies and procedures. Technical competencies: In depth knowledge and understanding of: Presentation skills, verbal and written communication skills. Relationship building skills. Knowledge of applicable legislations.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Coordinate and facilitate training and development programmes and interventions for learners. Coordinate the induction programme of learners for capacity building. Maintain an effective filling and document retrieval system for the sub-programmes. Provide secretariat services for the bursary committee and other committees of the capacity building programme. Coordinate requests for information from deployees, and follow up on outstanding information. Update and maintain a comprehensive database of the sub-programme.
<b><u>ENQUIRIES</u></b>	:	Najeeda Horseley Tel no: (011) 704 2863

**POST 29/42** : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING SERVICES X3 (FINANCIAL ACCOUNTING X2 AND SALARIES X1) REF NO: MISA/AC: FAS/12**

**SALARY** : R152 862-R180 063 per annum, Level 05

**CENTRE** : MISA Head Office, Centurion

**REQUIREMENTS** : A senior certificate or equivalent qualification. Process Competencies: Problem Solving and Analysis. Client Orientation and Customer Focus. Computer literacy. verbal and Written Communication Skills. Technical competencies: In depth knowledge and understanding of: Public Finance Management Act, 1999 (Act No. 1 of 1999) and Treasury Regulations. PERSAL System or VIP system.

**DUTIES** : The successful candidate will perform the following duties: Financial Accounting Service: Process invoices within 30 days. Create debts and follow up on recovery of debts owed to the department. Capture journals on the system. Compile cashbooks on a monthly basis. Perform general ledger reconciliations. Perform filing. Salaries Section: Process payroll. Perform employee tax reconciliation. Process third party pay-overs. Process travel and subsistence claims. Perform filing.

**ENQUIRIES** : Najeeda Horseley Tel no: (011) 704 2863