

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

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.

- CLOSING DATE** : 12 November 2018 at 16:00
- 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. The successful candidate will be subjected to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV, ID and certified copies of qualifications (certification should not be more than six (6) months). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Candidates should therefore possess managerial skills on different levels of proficiency of the posts. Short listed candidates, could be expected to complete management competency assessments. We thank you for the interest shown in MISA.

MANAGEMENT ECHELON

- POST 43/27** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MISA/SCM/1**
- SALARY** : R1 005 063 – R1 183 932 Total Cost Package per annum
- CENTRE** : MISA Head Office, Centurion
- REQUIREMENTS** : An appropriate Degree or Equivalent qualification in Supply Chain/ Financial Management/ Commerce at NQF 7 with 6-10 years relevant experience in Supply Chain Management/ Procurement at middle management level. Experience in the Public Sector environment will be an added advantage. 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. Project Management. Supply Chain Management and Change Management. Technical competencies: In depth knowledge and understanding of: Public Finance Management Act (PFMA). Framework for Supply Chain Management. Tender and Contract administration. Asset Management framework. Financial Management. Preferential Procurement Policy Framework Act. BEE Framework and BBBEE Act.
- DUTIES** : The successful candidate will perform the following duties: Formulate and advise on the Supply Chain Policy and Relevant Legislation. Demand Management. Acquisition Management. Asset Management. Risk and Audit Management. Staff Management whereby the employee will be Responsible for the implementation and control of a performance management system in the department, Responsible for the overall success of the staff in the department ensuring duties are executed on time within budget and in charge of the training needs for supply chain for the whole organization ensuring continued update to legislation.
- ENQUIRIES** : Mrs Molatelo Ramabu @ 072 312 7257
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to applications1@pmrmedia.co.za

POST 43/28 : **DIRECTOR: FRAMEWORK CONTRACTS AND INFRASTRUCTURE**
PROCUREMENT REF NO: MISA/FCIP/2 (X2 POSTS)

SALARY : R1 005 063 – R1 183 932 Total Cost Package per annum
CENTRE : MISA Head Office, Centurion
REQUIREMENTS :

An appropriate Degree in Built Environment or Equivalent qualification at NQF level 7 with 6-10 years' experience at a middle management level within Supply Chain Infrastructure Procurement. Core competencies: Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management and Change Management. Process competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills. Technical competencies: Engineering and professional judgement. Contract Management, Engineering, legal and operational compliance. Knowledge of Supply Chain Management for Infrastructure Projects. Government systems and structures. Co-operative governance systems and legislation. Local government transformation and Knowledge of local socio-economic infrastructure.

DUTIES : The successful candidate will perform the following duties: Develop Demand Management Plan for framework contracts. Establish framework contracts for infrastructure procurement. Ensure that framework contracts are published on the National Treasury website. Develop process flow for utilization of framework contracts by municipalities and other organs of state. Oversee and manage development of the User manual for framework contracts. Oversee and monitor utilization of framework contracts. Facilitate and manage the development of stakeholder management plan for framework contracts. Facilitate the development of framework contracts roll out plan to municipalities. Manage the implementation of the framework contracts roll out plan. Facilitate and manage development of national framework for contracting. Generate monthly reports on framework contracts.

ENQUIRIES : Mrs Molatelo Ramabu @ 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to applications2@pmrmedia.co.za

OTHER POSTS

POST 43/29 : **CHIEF ENGINEERS (CIVIL) REF NO: MISA/EC/3 (X2 POSTS)**
Branch: Technical Support Services

SALARY : R991 281 - R1 880 367 per annum (total cost package) (OSD)
CENTRE : Free State
Eastern Cape

REQUIREMENTS : An appropriate Degree in Civil Engineering (B Eng/ BSc Eng/ BTech Eng) or relevant qualification at NQF 7, with Six (6) years' post-qualification experience in Civil Engineering and registered as professional Engineer/ Engineering Technologist with ECSA. Core competencies: Strategic Capacity and Leadership. People management and Empowerment. Programme and Project Management. Financial Management. Change management. Process competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills. Technical competencies: In depth knowledge and understanding of: Engineering design and analysis knowledge. Engineering and professional judgement. Contract management. Knowledge of local socio- economic infrastructure. Engineering, legal and operational compliance. Engineering operational communication.

DUTIES : The successful candidate will perform the following duties: Provide strategic direction for Civil Engineering services in accordance with South African Policies, Act, Regulations and industry guidelines following MISA and Municipal Norms and Practices. Manage the diagnostic process of the identified municipalities (poor performing). Manage the Assessment of municipal infrastructure planning, development, implementation and operation & Maintenance requirement of municipalities. Manage municipal support in infrastructure life cycle covering Prefeasibility and Feasibility studies, Design and Development, Implementation and Operation and Maintenance including procurement, programme/ project and contract management. Manage the development, review and the implementation of municipal sector master plans.

ENQUIRIES : Mrs Molatelo Ramabu @ 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to applications3@pmmrmedia.co.za

POST 43/30 : **DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING SERVICES REF NO: MISA/MAS/4**

SALARY : R697 011 – R821 052 Total Cost Package per annum
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate National Diploma or Degree in Accounting/ Financial Management or Equivalent qualification at NQF 6 with 3 - 5 years relevant experience in the finance field. Generic competencies: Planning, Organizing and Coordination. Problem Solving & Decision Making. Project Management. People Management and Empowerment. Client Orientation and Customer Focus. Team leadership. Diversity Management and Communication (Verbal and written). Technical competencies: Knowledge and understanding of: The Public Finance Management Act (PFMA); Treasury Regulations; General Recognized Accounting Practice (GRAP); Pastel and Division of Revenue Act (DoRA). Budget variance preparation and analysis. Review and /or preparation of adjusting/ correcting journals e.g. accruals, reallocations. Assisting core functions with financial data e.g. expenditure to date. Preparation of presentations to management of Budget and AFS. Ad hoc request from CFO. Manage Financial Statements preparation (Quarterly and Annual) on Case ware and preparing National Treasury Template. Approve petty cash reconciliation.

DUTIES : The successful candidate will perform the following duties: Revenue and Petty cash Management. Manage departmental expenditure system. Management of all accounting and bookkeeping functions. Manage the Department's expenditure and payments system (Budget Management for Municipal Infrastructure Support Agent (MISA). Manage salary administration and cash flow processes. Ensure effective internal financial controls and implementation of financial policies and procedures. Manage the year-end Audit processes related to Finance. Manage the preparation of monthly management accounts and the Interior and Annual Financial Statements.

ENQUIRIES : Mrs Molatelo Ramabu @ 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to applications4@pmmrmedia.co.za

POST 43/31 : **PROFESSIONAL ENGINEERS (CIVIL) REF NO: MISA/PE/5 (X11 POSTS)**

SALARY : R679 338 – R 1 036 557 Total Cost Package per annum (OSD)
CENTRE : All Nine (9) provinces. Candidates must indicate their preferred provinces of deployment in their applications; however, it will be in MISA's discretion to deploy candidates in each province according to the provincial needs (2 posts might be on one province), both on appointment and during the course of employment.

REQUIREMENTS : An appropriate Degree in Civil Engineering (B Eng/ BSc Eng/ BTech Eng) or relevant qualification at NQF 7, with Three (3) years post-qualification experience in Civil Engineering and registered as professional Engineer/ Technologist with ECSA. 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: Engineering design and analysis knowledge. Engineering and professional judgement. Contract management. Knowledge of local socio-economic infrastructure. Engineering, legal and operational compliance. Engineering operational communication.

DUTIES : The successful candidate will perform the following duties: Provide support on Civil Engineering services in accordance with South African Policies, Acts, Regulations and industry guidelines following MISA and Municipal Norms and Practices. Design new systems to solve practical engineering challenges, improve efficiency, and enhance safety. Conduct the diagnostic process of the identified municipalities (poor performing). Assess municipal infrastructure planning, development, implementation, operation and Maintenance requirements of municipalities. Support municipalities on infrastructure life cycle covering Pre-feasibility and Feasibility studies, Design and Development, Implementation and Operation and Maintenance including procurement, programme/

ENQUIRIES
APPLICATIONS

project and contract management. Support in the development, review and the implementation of municipal sector master plans.

- : Mrs Molatelo Ramabu @ 072 312 7257
- : Please forward your application, quoting the relevant reference number, to applications5@pmrmedia.co.za