

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.

<u>CLOSING DATE</u>	:	25 March 2019 at 16:00
<u>NOTE</u>	:	Please forward your application, quoting the relevant reference number, to the emails provided for each post. All applicants must be SA citizens/ permanent residents. Applications must be submitted on Z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with contactable references and certified copies of all qualifications, Identity Document (ID) not older than three months, including Drivers' license (where it is required). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and the evaluation certificate from SAQA must be attached. Failure to sign z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representativity in terms of race, gender and disability will receive preference. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Note: all shortlisted candidates for Senior Management Service posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria and other provinces. 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.

MANAGEMENT ECHELON

<u>POST 09/25</u>	:	<u>DIRECTOR: PROJECT MANAGEMENT AND COORDINATION REF NO: MISA/DPMC/01</u>
<u>SALARY CENTRE</u>	:	R1 005 063 – R1 183 932 Total Cost Package per annum
<u>REQUIREMENTS</u>	:	MISA Head Office
	:	A Degree in Built Environment or equivalent qualification at NQF level 7 with a minimum of 6 years' experience obtained at a middle management level in the built environment sector of which 3 years is from the local government environment. Knowledge and experience in financial management, and project management, Experience in project management and government planning cycle and processes. Understanding of government legislation including IGR legislation. 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/Built Environment and professional judgement. Contract Management. Thorough knowledge of planning techniques. Knowledge of multiple disciplines in the built environment. Engineering/Built Environment, legal and operational compliance. Engineering/Built Environment operational communication. 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 strategic direction to the Directorate: Project Management and Coordination. Support municipal project conceptualization, planning, implementation, and operation and maintenance. Ensure and account on alignment and coordination of planning initiatives across the different levels of government. Develop and support the implementation including improvement of project management methodologies, tools and standards. Ensure the utilization by stakeholders of the information management system (MIS) adopted by MISA. Develop management strategies coordination of inter-governmental structures and communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project. Account on the implementation of nine (9) + (1) one project management knowledge areas. Ensure project performance using appropriate systems, tools and techniques. Create a Centre of excellence by providing leadership, best practices, research, support and/or training for a focus area. Solicitation and consolidation of reports from MISA and service delivery sector departments. Responds to market and business changes that affect the project and business.
- ENQUIRIES** : Ms Katlego Makgopa Tel No: 072 312 7257
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to careers1@pmmrmedia.co.za

OTHER POSTS

- POST 09/26** : **DEPUTY DIRECTOR: PROJECT MANAGEMENT REF NO: MISA/DDPM/02**
- SALARY** : R697 011 – R821 052 per annum (Level 11) (Total Cost Package)
- CENTRE** : MISA Head Office, Centurion
- REQUIREMENTS** : A 3-year National Diploma or Degree in Built Environment or equivalent qualification at NQF level 6. 3-5 years relevant experience, including operating in an environment of uncertainty and incomplete information and make well-reasoned decisions. Project Management: Demonstrated/proven knowledge and experience in working on and supporting project management to deliver business benefits. Stakeholder management: ability to successfully manage a wide network of relationships. Communication: Accurately and clearly, convey timely information and ideas using a style and manner of presentation appropriate to the target audience. Problem resolution: act on identified needs and expectations, and resolve issues and problems of stakeholders ensuring that actions and decisions address stakeholder needs & expectations. Research, analysis and decision-making: comprehensive reaching, analysing and summarising of information, making sense of large amounts of information and complex situations and getting to the heart of the problem. Leadership: Contribute to the creation of a motivated environment where goals can be achieved, skills and knowledge are enhanced, and learning & development are valued. Generic competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communications. Core competencies: Leadership. Motivation. Communication. Organization. Prioritization. Problem solving. Adaptability. Technical competencies: Knowledge and understanding of the Project Management Tools and systems. Information management systems. Project Management nine + one knowledge areas (Project Integration Management; Project Scope Management; Project Time Management; Project Cost Management; Project Quality Management; Project Human Resource Management; Project Communication Management and Project Risk Management). Built environment and professional judgement. Contract Management. Built environment, legal and operational compliance. Built environment operational communication.
- DUTIES** : The successful candidate will perform the following duties: Development and Management of programme and project plans (including multiple plans) - reviewing the plans regularly to ensure tasks and milestones are being achieved in a timely manner and Preparation of governance reports, project status reports, presentations, agendas etc. Take an active part in the project issue/risk management process by contributing to the identification and prioritisation of existing and potential issues, risks, and helping to develop strategies and controls

to mitigate these. Use sound judgement to identify which issues and risks should be escalated to governance groups and prepare relevant reports/documentation. Check project compliance with MISA methodology and highlight any issues to the Programme Manager. Provide a skilled facilitation service to support the project teams in achieving these expectations (This means employing effective organisational and administrative processes together with their knowledge and/or experience of project management smart practices to facilitate the successful achievement of the project objectives). Build and maintain effective relationships with a wide range of people in addition to their own team including project sponsors, senior managers, stakeholders/customers, other project team members and managers, external agencies and vendors. Ensure the utilisation by stakeholders of the information management system (MIS) adopted by MISA. Ensure the utilisation by stakeholders of the information management system (MIS) adopted by MISA. Help build project management capability within the municipalities by collaborating with other staff, coaching and mentoring others and generally encouraging the appropriate use of project management techniques by others.

ENQUIRIES : Ms Katlego Makgopa Tel No: 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to careers2@pmmrmedia.co.za

POST 09/27 : **DEPUTY DIRECTOR: PROJECT COORDINATION REF NO: MISA/DDPC/03**

SALARY : R697 011 – R821 052 per annum (Level 11) (Total Cost Package)
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : A 3-year National Diploma or Degree in Built Environment or equivalent qualification at NQF level 6. 3-5 years relevant experience including significant project/portfolio management in a complex environment. Experience in a local government environment. Contract management experience including contract specification, oversight and monitoring. Experience in the development and management of projects. Generic competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communications. Core competencies: Leadership Written and verbal communication skills. Ability to interact effectively with individuals, groups and agencies. Problem solving, mediation, crisis intervention, and negotiation skills. Ability to manage numerous priorities. Ability to deal with a wide and diverse client group. Strong leadership abilities. Technical competencies: Knowledge and understanding of the Fundamental project management. Presentation, communication technologies. Document management systems. Government systems and structures. Co-operative governance systems and legislation (e.g. Intergovernmental Relations Act). Local government transformation. Knowledge of local socio-economic infrastructure.

DUTIES : The successful candidate will perform the following duties: Working closely with Project Manager to prepare comprehensive action plans including resources, timeframes and budgets for projects. Advise internal/external customers on development, coordination, and management of programs. Collaborates with members of formal and informal groups in the pursuit of common missions, vision, values, and mutual goals. Manage information to all key stakeholders in both written and verbal formats. Determines and implements the appropriate communication channels. Determine and direct appropriate method of service/delivery e.g. Information, facilitation, training, coaching, mediation, intervention or referral. Manage complex issues with multiple partners that may include political consideration. Participate in the creation and maintenance of appropriate partnerships and relationships. Ensure that service standards and quality measures of stakeholder's needs and demands are established, implemented and monitored. Create and maintain all required files statistics and prepare related reports. Conduct community consultation/engagement and maintain partnerships. Ensure the effective preparation and delivery of all project events and meetings and production of all necessary documentation.

ENQUIRIES : Ms Katlego Makgopa Tel No: 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to careers3@pmmrmedia.co.za

POST 09/28 : **DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: MISA/DDAC/04**

SALARY : R697 011 – R821 052 per annum (Level 11) (Total Cost Package)
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : A 3-year National Diploma or Degree in Finance/Supply Chain Management or equivalent qualification at NQF level 6. 3-5 years relevant experience in Supply Chain Management/Procurement. Generic competencies: Continuous Improvement. Problem Solving and Decision Making. Client Orientation and Customer Focus. Communications and Information Management. Core competencies: Applied Strategic Thinking. Develop Others. Planning and Organizing. Project Management. Diversity Management. Budgeting and Financial Management. Procurement Strategies. Technical competencies: 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 procedures (for all quotations and bids). Reviews SCM policy and manage requisition. 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 : Ms Katlego Makgopa Tel No: 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to careers4@pmrmedia.co.za

POST 09/29 : **LAN AND DESKTOP REF NO: MISA/LAD/05 (X2 POSTS)**

SALARY : R356 289 – R419 679 per annum (Level 09) (Total Cost Package)
CENTRE : MISA Head Office
REQUIREMENTS : A 3-year National Diploma or Degree in Information Technology / Systems or equivalent qualification at NQF level 6. 3-5 years' experience in offering IT technical support services. Valid Driver's License. Generic competencies: Planning and Organising. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication (Written and Verbal) Computer Literacy. Research. Technical competencies: Knowledge and understanding of: Public Knowledge of Microsoft environment (e.g. Microsoft Certified Solutions Associate (MCSA) /Microsoft Certified System Engineer (MCSE)/ A+/N+. Knowledge of transversal systems (PERSAL). Information Technology Infrastructure Library (ITIL) Foundation. Understanding of Internet Protocol (IP) Telephony and Mobile Devices. Technical troubleshooting on Local Area Network (LAN)/Wide Area Network (WAN) equipment and software.

DUTIES : The successful candidate will perform the following duties: Provide first line investigation, diagnosis and resolutions of all ICT incidents remotely. Provide second line investigation, diagnosis and resolutions of all ICT incidents and make recommendations. Develop and maintain support manuals for the knowledge base of ICT Support incidents. Compile a monthly technical report on ICT related incidents. Assist with the drafting and implementation of ICT Service Management policies.

ENQUIRIES : Ms Katlego Makgopa Tel No: 072 312 7257
APPLICATIONS : Please forward your application, quoting the relevant reference number, to careers5@pmrmedia.co.za

POST 09/30 : **COMMUNICATION OFFICER REF NO: MISA/CO/06**

SALARY : R299 709 – R353 043 per annum (Level 08) (Total Cost Package)

- CENTRE REQUIREMENTS** :
- MISA Head Office
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- A 3-year National Diploma or Degree in Communication/ Public relations, Media studies, Journalism or equivalent qualification at NQF level six. 3-5 years' experience in the relevant field. Generic competencies: Applied Strategic Thinking. Problem Solving & Decision Making. Project Management. Developing others. Team leadership. Diversity Management. Communication & Information Management. Technical competencies: 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. Negotiation Skills, marketing and public relations principles.
- DUTIES** :
- The successful candidate will perform the following duties: Assist and implement communication plans and strategies. Assist and implement media plans. Assist with media products. Establish and maintain good relations with the media. Organize and implement departmental events, publicity projects and awareness campaigns. Produce departmental publications. Promote departmental image and identity. Facilitate branding for the department Assist with all social media platforms.
- ENQUIRIES APPLICATIONS** :
- Ms Katlego Makgopa Tel No: 072 312 7257
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- Please forward your application, quoting the relevant reference number, to careers6@pmmrmedia.co.za