ANNEXURE J

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.

APPLICATIONS

Please forward your application, quoting the relevant reference number, to the emails provided for each post.

CLOSING DATE

30 September 2019 at 16:00

NOTE

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’ licence (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 representatively 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 we thank you for the interest shown in MISA.

MANAGEMENT ECHELON

POST 33/108

CHIEF DIRECTOR: INFRASTRUCTURE DELIVERY MAINTENANCE AND STAKEHOLDER COORDINATION REF NO: HR/CD/IDMSC/07

SALARY

R1 251 183 – R1 495 956 per annum (Total cost package)

CENTRE

MISA Head Office, Centurion

REQUIREMENTS

An appropriate 3-year Degree in Built Environment or equivalent relevant qualification at NQF level 7 with 6-10 years’ experience at a senior management level. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and Project Management Technical competencies: In depth knowledge and understanding of: Engineering and Professional judgement, Contract Management, Engineering, legal and operational compliance, Engineering operational communication, 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: Manage technical support based on identified needs of targeted municipalities to improve infrastructure delivery, operations and maintenance. Manage support to municipalities in planning for land use management. Manage sector collaboration on infrastructure planning (in particular IDPs) and delivery in municipalities. Manage and guide the establishment and maintenance of the stakeholder relations (i.e Government Departments, private sector, donors and government owned companies) towards delivering municipal infrastructure.

ENQUIRIES

Ms Fulufhelo Museisi / Nommiselo Mtini Tel No: (012) 848 5379/ 5305

APPLICATIONS

Please forward your application, quoting the relevant reference number, to Hr.cdldmsc07@misa.gov.za
POST 33/109 : CHIEF DIRECTOR: FRAMEWORK CONTRACTS AND INFRASTRUCTURE PROCUREMENT REF NO: HR/CD/FCIP/08

SALARY : R1 251 183 – R1 495 956 per annum (Total cost package)
CENTRE : MISA Head Office, Centurion

DUTIES : The successful candidate will perform the following duties: Oversee the development of the national framework for contracting, Manage and guide the implementation of national framework for contracting municipal infrastructure goods and services, Oversee the development of the generic municipal infrastructure procurement strategy, Oversee the development of institutional capacity and capabilities within municipalities to procure infrastructure goods and services.

ENQUIRIES : Ms Fulufhelo Museisi / Nommiselo Mtini Tel No: (012) 848 5379/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to Hr.cdfcip08@misa.gov.za

POST 33/110 : DIRECTOR: FRAMEWORK CONTRACTS AND INFRASTRUCTURE PROCUREMENT REF NO: HR/D/FCIP/09 (X2 POSTS)

SALARY : R1 057 326 – R1 245 495 per annum (Total cost package)
CENTRE : MISA Head Office, Centurion

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 : Ms Fulufhelo Museisi / Nommiselo Mtini Tel No: (012) 848 5379/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to Hr.dfcip09@misa.gov.za
POST 33/111

SPECIALIST ENGINEER: ROADS AND STORMWATER REF NO:
HR/SERS/04

SALARY : R1 535 802 – R2 195 427 per annum (Total cost package) (OSD)
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate Master's degree in Civil Engineering, Specialising in Roads and Storm water or equivalent relevant qualification with Ten (10) 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. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project 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 and Engineering operational communication.

DUTIES : The successful candidate will perform the following duties: Provide support on specialized Roads and Storm water engineering services in accordance with South African Policies, Act, Regulations and Industry Guidelines following MISA and Municipal Norms and Practices, Design new systems to solve complex engineering challenges and improve efficiency and enhance safety, Lead and coordinate advance research or knowledge application, Provide expect advise on specialized engineering field, Develop and review municipal sector master plans.

ENQUIRIES : Ms Fulufhelo Museisi/ Nommiselo Mtini Tel No: (012) 848 5379/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to Hr.sers04@misa.gov.za

POST 33/112

SPECIALIST ENGINEER: WATER AND SANITATION REF NO:
HR/SEWS/05

SALARY : R1 535 802 – R2 195 427 per annum (Total cost package) (OSD)
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate Master's degree in Civil Engineering, Specializing in Water and Sanitation or equivalent relevant qualification with Ten (10) 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. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project 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 and Engineering operational communication.

DUTIES : The successful candidate will perform the following duties: Provide support on specialized water and sanitation engineering services in accordance with South African Policies, Act, Regulations and Industry Guidelines following MISA and Municipal Norms and Practices, Design new systems to solve complex engineering challenges and improve efficiency and enhance safety, Lead and coordinate advance research or knowledge application, Provide expect advise on specialized engineering field, Develop and review municipal sector master plans.

ENQUIRIES : Ms Fulufhelo Museisi / Nommiselo Mtini Tel No: (012) 848 5379/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to Hr.sews05@misa.gov.za

POST 33/113

SPECIALIST SCIENTIST: SOLID WASTE MANAGEMENT REF NO:
HR/SSWM/06

SALARY : R1 246 842 – R1 782 345 per annum (Total cost package) (OSD)
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate PHD in Science or equivalent relevant qualification with Ten (10) years post-qualification scientific experience in solid waste management and registered with SACNASP as a Professional Scientist. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme and project Management Technical competencies: In depth knowledge and understanding of: Solid Waste Management Systems and infrastructure design and analysis knowledge, scientific and professional judgement, Contract Management, Knowledge of local socio-economic infrastructure, Legislative framework and operational compliance, strong analytical, reporting, writing and oral communication skills.

DUTIES : The successful candidate will perform the following duties: Provide support on specialized solid waste management services in accordance with South African Policies, Acts, Regulations and Industry Guidelines following MISA and Municipal Norms and Practices, Design new systems, policies and projects to solve complex solid waste management challenges and improve efficiency and enhance safety, Lead and coordinate advance research or knowledge application, Provide expert advise on solid waste handling, transportation, processing, recycling, disposal and control, Develop and review municipal Integrated Waste Management Plans (IWMPs).

ENQUIRIES : Ms Fulufhelo Museisi / Nommiselo Mtini Tel No: (012) 848 5379/ 5305

APPLICATIONS : Please forward your application, quoting the relevant reference number, to Hr.sswm06@misa.gov.za

POST 33/114 : DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: HR/DD/RAIM/10

SALARY : R733 257 – R863 748 per annum (Total cost package)

CENTRE : MISA Head Office, Centurion


DUTIES : The successful candidate will perform the following duties: Provide strategic guidance on the development, implementation and maintenance of risk management frameworks, strategies and policies, include Fraud Prevention Plan. Manage a gap analysis of the Organisation Enterprise Risk Management process and perform reviews of the risk management process to improve the existing department processes. Compile a risk register on an annual basis and develop systems to facilitate risk monitoring and risk improvements. Align the risk management process to strategic objectives and business plans of the Organisation. Monitor, evaluate and report on the status of risk management and adherence to risk management processes within the Organisation. Provide guidance on the implementation of Business Continuity Management. Provide guidance on the Development and implementation of ethics management strategy. Coordinate Remuneration work outside the Public Service processes and systems. Facilitate and provide guidance on disclosure of financial interest. Manage and monitor the gift register.

ENQUIRIES : Ms Fulufhelo Museisi / Nommiselo Mtini Tel No: (012) 848 5379/ 5305

APPLICATIONS : Please forward your application, quoting the relevant reference number, to Hr.ddraim10@misa.gov.za

POST 33/115 : DEPUTY DIRECTOR: DEMAND MANAGEMENT REF NO: HR/DD/DM/11

SALARY : R733 257 – R863 748 per annum (Total cost package)

CENTRE : MISA Head Office, Centurion

REQUIREMENTS : An appropriate 3 year National Diploma or Degree in Finance/ Supply Chain Management at NQF level 6 with 3-5 year's relevant experience in supply chain management/ procurement. Core Competencies: Applied Strategic Thinking, Developing others, Planning and Organising, Project Management, Diversity Management, Budgeting and Financial Management. Procurement
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 quotation 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 bids documents are properly managed and filed.

ENQUIRIES: Ms Fulufhelo Museisi / Nommiselo Mtini Tel No: (012) 848 5379/ 5305
APPLICATIONS: Please forward your application, quoting the relevant reference number, to Hr.dddm11@misa.gov.za

POST 33/116: PROFESSIONAL ENGINEERS (CIVIL) REF NO: HR/PE/C/12 (X7 POSTS)


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

ENQUIRIES: Ms Fulufhelo Museisi / Nommiselo Mtini Tel No: (012) 848 5379/ 5305
APPLICATIONS: Please forward your application, quoting the relevant reference number, to Hr.pec12@misa.gov.za

SALARY: R718 059 – R1 090 458 per annum (total cost package) (OSD)
CENTRE: Gauteng (West Rand)
Eastenr Cape (OR Tambo- Mthatha) & (Chris Hani-Komani)
Mpumalanga (Secunda)
North West (Vryburg)
Free State (Frankfort)
Western Cape (George)

CENTRE: Gauteng (West Rand)
Eastern Cape (OR Tambo- Mthatha) & (Chris Hani-Komani)
Mpumalanga (Secunda)
North West (Vryburg)
Free State (Frankfort)
Western Cape (George)