### APPLICATIONS

Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be hand-delivered to the Central Office, Badibanse A/A, Mount Frere 5090.

### CLOSING DATE

29 November 2019 at 16:30

### NOTE

Applications must be submitted on form Z83 obtained from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver’s licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

### OTHER POST

**POST 41/30**

PROJECT MANAGER: MAINTENANCE AND INFRASTRUCTURE REF NO: 2019/11/01

Three (3) years fixed term contract

**SALARY**

R376 596 per annum (Level 09) plus 37 % in lieu of benefits.

**CENTRE**

Administration Office

**REQUIREMENTS**

Senior Certificate or equivalent qualification. An appropriate Bachelor Degree in Civil Engineering/ Building Science or equivalent qualification in the construction field. Five (5) years relevant experience in construction or Civil of which three (3) years must be on the must be on Supervisory level. Registration with a relevant professional body would be an added advantage – proof should be attached. An understanding of Public Finance Management Act, no 1 of 1999, Project Management. Proven interpersonal skills and good verbal and written communication in English. Proven office administration skills relating to client relations and liaison, function organisation, equipment management, logistical scheduling, telephone etiquette. Proven computer literacy in MSWord, MS Excel and MS PowerPoint. A Valid Driver’s licence.

**DUTIES**

Monitoring and Reporting: On infrastructure development and maintenance as well as performance in accordance with the relevant laws and regulations. Manage the contractors and service provider’s functions by ensuring that all deliverables are met within the reasonable and agreed timeline, prepare monthly, quarterly and monthly and annual reports for Management and Council; and monitor the budget for the unit. Manage the staff and resources within the unit; strengthen internal controls on project and contract management, prepare the project file to all relevant stakeholders and assist to resolve audit queries.

**ENQUIRIES**

Miss NA Damoyi Tel No: (039) 9402142