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: 27 January 2020 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 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. We thank you for the interest shown in MISA.

MANAGEMENT ECHELON

POST 01/18: DEPUTY DIRECTOR-GENERAL: TECHNICAL SUPPORT SERVICES REF NO: HR/DDG/TSS/01

SALARY: R1 521 591 – R1 714 074 per annum (Total Cost Package per annum)

CENTRE: MISA Head Office (Centurion)


DUTIES: The successful candidate will perform the following duties: Coordinate the provision of technical support and assistance to municipalities in conducting infrastructure assessment and analysis. Coordinate the provision of technical support and expertise to municipal infrastructure delivery, planning, maintenance and land use management services with relevant stakeholders. Coordinate the development of technical skills to support the delivery of municipal infrastructure programmes.

ENQUIRIES: Ms Nommiselo Mtini/Ms Fulufhelo Museisi Tel No: (012) 848 5305/5379
APPLICATIONS: Please forward your application, quoting the relevant reference number, to HR.DDGTTSS01@MISA.gov.za

POST 01/19: CHIEF DIRECTOR: INFRASTRUCTURE FINANCING REF NO: HR/CD/IF/02

SALARY: R1 251 183 – R1 495 956 per annum (Total Cost Package per annum)
CENTRE: MISA Head Office (Centurion)

DUTIES: The successful candidate will perform the following duties: Ensure the Department of Cooperative Governance and MISA support municipalities on infrastructure and service delivery through market development strategies including: a) The development of a credible project pipeline; b) Strategies and mechanisms for funding and financing, together with Concessional Debt, Front loading municipal grant allocations, etc. and in facilitating DFI contributions in funding municipal infrastructure; c) Leveraging the fiscal system, the National Infrastructure Fund and other funds; d) Mobilising Private Sector Participation to invest in municipal infrastructure. Establish a streamlined approach that enables municipalities to access debt capital markets, supported by technology and empirical information that the Chief Directorate will create to remove information asymmetry and create transparency in the market. Support and oversee the monitoring and evaluation of the implementation of infrastructure through Municipal infrastructure Grant, and other infrastructure grants to municipalities, ensuring improved quality spending of the grant and desired development outcomes. Engage and collaborate with the National Treasury and other partners to develop innovative models to mobilise private sector investments in municipal infrastructure.

ENQUIRIES: Ms Nommiselo Mntini/Ms Fulufhelo Museisi Tel No: (012) 848 5305/5379
APPLICATIONS: Please forward your application, quoting the relevant reference number, to HR.CDIF02@MISA.gov.za

POST 01/20: DIRECTOR: INFRASTRUCTURE FINANCING REF NO: HR/D/IF/03

SALARY: R1 057 326 – R1 245 495 per annum (Total Cost Package Per annum)
CENTRE: MISA Head Office (Centurion)

DUTIES: The successful candidate will perform the following duties: Coordinate the process to develop innovative models and engage financial institution/funders and National Treasury for private sector investment in municipal infrastructure. Coordinate the development of mechanisms for alternative funding and service delivery technology. Participate in the development and review of Municipal infrastructure Grant and other Infrastructure Grand Policies. Manage the monitoring and evaluation of the implementation of infrastructure through Municipal infrastructure Grant. Manage the
implementation of appropriate capital programme management capacity within municipalities.

ENQUIRIES
APPLICATIONS: Ms Nommiselo Mtini/Ms Fulufhelo Museisi Tel No: (012) 848 5305/5379
Please forward your application, quoting the relevant reference number, to HR.DIF03@MISA.gov.za

POST 01/21: DIRECTOR: PROJECT MANAGEMENT AND COORDINATION REF NO: HR/D/PMC/04
SALARY: R1 057 326 – R1 245 495 per annum (Total Cost Package Per annum)
CENTRE: MISA Head Office (Centurion)

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 Nommiselo Mtini/Ms Fulufhelo Museisi Tel No: (012) 848 5305/5379
APPLICATIONS: Please forward your application, quoting the relevant reference number, to HR.DPMC04@MISA.gov.za

OTHER POSTS

POST 01/22: ASSISTANT PROVINCIAL MANAGER REF NO: HR/APM/05 (X9 POSTS)
SALARY: R733 257 – R863 748 per annum (Total cost package Per annum)
CENTRE: Gauteng, Mpumalanga, Western Cape, Eastern Cape, KwaZulu Natal, Northern Cape, Limpopo and North West.

DUTIES:
The successful candidate will perform the following duties: Provide support to MISA Provincial Manager in a province. Manage and maintain relationships with key stakeholders. Manage the Technical Support Plans to municipalities in a province. Monitoring and reporting of technical support activities in line with MISA’s monitoring and evaluation framework. Report, manage and mitigate the identified risks within MISA.

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

APPLICATIONS:
Please forward your application, quoting the relevant reference number, to HR.APM05@MISA.gov.za

POST 01/23:
TOWN PLANNER REF NO: HR/TP/06

SALARY:
R618 732 – R939 621 per annum (Total Cost Package per annum) (OSD)

CENTRE:
Northern Cape

REQUIREMENTS:

DUTIES:

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

APPLICATIONS:
Please forward your application, quoting the relevant reference number, to HR.TPLN06@MISA.gov.za

POST 01/24:
SENIOR ADMINISTRATIVE OFFICER REF NO: HR/SAO/07

SALARY:
R316 791 – R373 167 per annum

CENTRE:
MISA Head Office (Centurion)

REQUIREMENTS:

DUTIES:
The successful candidate will perform the following duties: Administratively coordinate activities to ensure a seamless flow of information. Enable the office to timeously respond to the demands of the stakeholders. Assist the Chief Directorate in ensuring that well researched and reliable information is reported. Timeously alert the Chief Directorate on matters affecting the optimal functioning of the office. Consolidate input documents into high level executive summary with a view to fast track decision making process. Assist the Chief Directorate to administer confidential matters. Handle all procurement matters of the office. Disseminate information to all stakeholders as and when required.
**ENQUIRIES** : Ms Nomiselo Mtini/Ms Fulufhelo Museisi Tel No: (012) 848 5305/5379

**APPLICATIONS** : Please forward your application, quoting the relevant reference number, to HR.SAO07@MISA.gov.za