

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 : 31 July 2020 at 16:00

NOTE : 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. 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 six 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 competency assessment and security clearance. Applications will not be considered after the closing date.

MANAGEMENT ECHELON

POST 17/43 : **CHIEF DIRECTOR: PROJECT MANAGEMENT REF NO: HR/CD-PM/03**

SALARY : R1 251 183 – R1 495 956 per annum

CENTRE : MISA Head Office

REQUIREMENTS : An appropriate Degree in Built Environment or equivalent qualification at NQF level 7. Pre-entry SMS certificate, for further details on course visit: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Post graduate qualification as added advantage, with six (6) to ten (10) years' experience in project and programme management at a senior management level. Core Competencies: Strategic Capacity and Leadership. People management and Empowerment. Expert-level knowledge in Programme, Project Management and Change Management. Financial Management (Budget, cost and profitability management skills). Resilience and resourcefulness. 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 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. Knowledge of local socio-economic infrastructure.

DUTIES : The successful candidate will perform the following duties: Establish institutional project and programme management capabilities for enhanced and effective municipal infrastructure development support. Oversee institutional project, programme and portfolio management in line with the approved standards, procedures and methodologies. Coordinate Inter-Governmental Relations

programmes and initiatives as well as guide multiple-stakeholder relations on municipal infrastructure development. Oversee, guide and monitor institutional Project management governance. Oversee Project Portfolio tracking, monitoring & reporting. Oversee and guide MISA's interventions and project/programme prioritization in relation to municipal infrastructure development. Key Responsibility Areas Managing Project and Programme Delivery. Managing Project and Programme Governance. Managing Programme Communications and Change Management. Managing Internal & external Stakeholders within the Inter-Governmental Programmes and initiatives. Project Management Team Leadership. Project Tracking & Monitoring. Project Prioritization. Knowledge Management.

ENQUIRIES : Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: (012) 8485305/5379

APPLICATIONS : Please forward your application, quoting the relevant reference number, to HR-CD-PM-03@multilead.co.za

POST 17/44 : **PROVINCIAL MANAGER REF NO: MISA/PM: PE/05**

SALARY : R1 057 326 – R1 245 495 per annum

CENTRE : East London

REQUIREMENTS : An appropriate Degree in Built Environment or equivalent relevant qualification at NQF level 7 with 6-10 years' work experience in middle management in a related field and exposure in Local Government. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Intergovernmental Relations (IGR). Core competencies: Strategic Capacity and Leadership. People Management and Empowerment. Financial Management and, Change Management Technical competencies: In depth knowledge and understanding of: Contract Management. Programme and Project Management. 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 leadership and management support to MISA personnel deployed in provinces. Establish and maintain relationships with key stakeholders at all levels including sector departments, provincial departments and local government. Facilitate the identification of technical support areas in municipalities in a province. Ensure monitoring and reporting of technical support activities in line with MISA's monitoring and evaluation framework. Manage identified risks and escalate relevant matters to senior management within MISA.

ENQUIRIES : Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: (012) 8485305/5379

APPLICATIONS : Please forward your application, quoting the relevant reference number, to MISA-PM-PE-05@multilead.co.za

OTHER POSTS

POST 17/45 : **SPECIALIST ENGINEER: ROADS AND STORMWATER REF NO: HR/SE-RS/01**

SALARY : R1 535 802 – R2 195 427 per annum (OSD)

CENTRE : MISA Head Office

REQUIREMENTS : An appropriate Master's degree in Civil/Transportation Engineering, Specializing in Roads and Storm water or equivalent relevant qualification at NQF level 9 with Ten (10) years' post-qualification experience in roads and storm water and registered as a 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 expert advise on specialized engineering field. Develop and review municipal sector master plans.
- ENQUIRIES** : Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: 012 8485305/5379
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to HR-SE-RS-01@multilead.co.za
- POST 17/46** : **SPECIALIST ENGINEER: SOLID WASTE MANAGEMENT REF NO: HR/SE-SWM/02**
- SALARY** : R1 535 802 – R2 195 427 per annum (OSD)
- CENTRE** : MISA Head Office
- REQUIREMENTS** : An appropriate Master's degree in Civil Engineering – Waste/Environmental Management, specializing in Solid Waste Management or equivalent relevant qualification at NQF level 9 with Ten (10) years post-qualification experience in solid waste management and registered as a 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: 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, 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** : Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: (012) 8485305/5379
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to HR-SE-SWM-02@multilead.co.za
- POST 17/47** : **CHIEF ENGINEER (CIVIL) REF NO: MISA/CE: C/04**
- SALARY** : R1 042 827 - R1 978 146 per annum (OSD)
- CENTRE** : North West
- 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/ 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 Pre-feasibility 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** : Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: (012) 8485305/5379
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to MISA-CE-C-04@multilead.co.za
- POST 17/48** : **PROFESSIONAL ENGINEER: ELECTRICAL REF NO: HR/PE-E/06**
- SALARY** : R718 059 – R 1 090 458 per annum (OSD)
CENTRE : KwaZulu-Natal
REQUIREMENTS : An appropriate Degree in Electrical Engineering (B Eng/ BSc Eng/ BTech Eng) or equivalent relevant qualification at NQF level 7, with Three (3) years' post-qualification experience in Electrical Engineering and registered as Professional Engineer/ Technologist with ECSA. Core Competencies: Strategic Capacity 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 support on Electrical 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 practical engineering challenges, improve efficiency, and enhance safety. Conduct the diagnostic process of the identified municipalities (poor performing). Assess municipal infrastructure planning, development, implementation and operation & Maintenance requirement of municipalities. Support municipalities on infrastructure life cycle covering Pre-feasibility and Feasibility studies. Design and Development, Implementation, Operation, and Maintenance including procurement, programme / project and contract management. Support in the development, review and the implementation of municipal sector master plans.
- ENQUIRIES** : Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: (012) 8485305/5379
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to HR-PE-E-06@multilead.co.za
- POST 17/49** : **PROFESSIONAL ENGINEER (CIVIL) REF NO: HR/PE-C/07 (X2 POSTS)**
- SALARY** : R718 059 – R1 090 458 per annum (OSD)
CENTRE : Eastern Cape (Or Tambo) Mthatha and Kwa Zulu Natal
REQUIREMENTS : An appropriate Degree in Civil Engineering (B 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 compliance.
- 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 and improve efficiency and enhance safety. Conduct the diagnostic process of the identified municipalities (poor performing). Assess municipal infrastructure planning, development, implementation and operation & Maintenance requirement 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** : Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel: 012 8485305/5379
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to HR-PE-C-07@multilead.co.za
- POST 17/50** : **PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL REF NO: HR/PA-DDG/08**
- SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339 per annum
: MISA Head Office
: An appropriate Diploma in Office Management/Public/Business Administration or equivalent relevant qualification at NQF level 6, with 3-5 years' experience in office management and administration Core Competencies: Computer literacy. Microsoft Office and Outlook. Interpersonal Skills. Programme and Project Management. Time Management. Client orientation and Customer focus. Technical competencies: in depth knowledge and understanding of: Office management and administration. Secretarial/Receptionist norms. Verbal and Written Communication. Organizational. Applicable legislative framework.
- DUTIES** : The successful candidate will perform the following duties: Provide administrative support to the office. Managing the diary of the DDG. Ordering and maintaining stationery and equipment supplies for the office. Receive telephone calls for the office. Ensure that documents are signed by the DDG and distributed to the relevant stakeholder. Obtains inputs, collates and compiles reports e.g. progress, monthly and management reports. Make travel arrangement for the DDG. Provide secretariat services. Arrange meetings and events for the office. Identify venues, invite role players and organize refreshments. Compile attendance registers and agenda for meetings. Compile packs for meeting and distribute to relevant stakeholders. Take and compile minutes during meetings.
- ENQUIRIES** : Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: (012) 8485305/5379
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to HR-PA-DDG-08@multilead.co.za
- POST 17/51** : **RECEPTIONIST REF NO: MISA/R: SF/09**
- SALARY CENTRE REQUIREMENTS** : R173 703 - R204 612 per annum
: MISA Head Office, Centurion
: An appropriate Matric Certificate with 1-2 years secretarial/receptionist experience Core competencies: Good people skills, Communication skills, Ability to act with tact and discretion, High level of reliability Technical competencies: In depth knowledge and understanding of Good telephone etiquette, Computer literacy and Sound organisational skills.
- DUTIES** : The successful candidate will perform the following duties: Provide a secretarial /receptionist support service to the offices of MISA, Receive telephone calls and refer the calls to the correct persons, Receive visitors to the offices of MISA, Co-ordinate appointments with the appointments secretaries, Operate office

equipment like fax machines and photocopiers, Provide a clerical support service to the office, Arrange meetings and events for the offices of MISA, Identify venues, invite role players and organise refreshments, Process the travels and subsistence claim of the staff in the offices of MISA, Draft routine correspondence and reports, Administer matters like leave registers and telephone accounts, Handle the procurement of standard items like stationery, refreshments etc. Remain up to date with regard to prescripts/policies and procedure applicable to her/his work terrain, Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly, Remain abreast with the procedures and processes that apply in the Public Service.

ENQUIRIES

: Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi
Tel No: (012) 8485305/5379

APPLICATIONS

: Please forward your application, quoting the relevant reference number, to **MISA-R-SF-09@multilead.co.za**