ANNEXURE E

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. Shortlisted 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 Driver’s 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

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

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

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
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**

Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtni/ 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**


**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 expect 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 Mtni/ 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**

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


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 – R 1 090 458 per annum (OSD)

CENTRE: Eastern Cape (Or Tambo) Mthatha and Kwa Zulu Natal


**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**

R257 508 – R303 339 per annum

**CENTRE**

MISA Head Office

**REQUIREMENTS**


**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 secretarial 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**

R173 703 - R204 612 per annum

**CENTRE**

MISA Head Office, Centurion

**REQUIREMENTS**

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, Coordinate 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/ Nommisele 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