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: 04 January 2021

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 and One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme. MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria and other Provinces.

MANAGEMENT ECHELON

POST 28/57: CHIEF DIRECTOR: INFRASTRUCTURE ASSESSMENT AND ANALYSIS REF NO: HR/CD-IAA/01

SALARY: R1 251 183 – R1 495 956 Total cost package per annum

CENTRE: MISA Head Office, Centurion


DUTIES: The successful candidate will perform the following duties: Manage provision of technical support to municipalities in analysing and assessing the infrastructure and maintenance plans. Manage and guide the assessment on condition and the extent of municipal infrastructure assets. Provision of strategic guidance in assessing infrastructure maintenance budgets and expenditure to determine provision for maintenance requirements. Guide the process for development support and /or intervention services to address service delivery needs.

ENQUIRIES: Mr Jabulani Hadebe Tel No: (011) 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel No: (012) 8485305/5379
POST 28/58

ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: HR/ASD-AM/03

SALARY: R376 596 – R443 601 per annum
CENTRE: MISA Head Office, Centurion

DUTIES: The successful candidate will perform the following duties: Effectively lead and manage a team that render Acquisition Management services. Manage all departmental requests for goods or services. Develop and implement Acquisition Management policies and procedure manuals. Liaise, correspond, advise on SCM regulations and meet with users with regards to all procurement needs, documents and bid committees requirements. Verify quality of submissions in terms bid adverts and bid committees. Prepare Bid committee reports. Maintain and monitor proper manual and or electronic records of all quotations, purchase orders and tender files. Ensure compliance with all frameworks/legislations that governs SCM. Report on procurement activities to management & National Treasury. Assist in compilation of the Procurement Plan and related report. Plan, organise and ensure that work is allocated effectively to achieve objectives of the unit and department. Manage the performance and development of the SCM officials. Perform other SCM related functions as directed by Manager.

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-ASD-AM-03@multilead.co.za

POST 28/59

LEGAL ADMINISTRATIVE OFFICER REF NO: HR/LAO/02

SALARY: R257 073 – R912 504 Total cost package per annum (OSD for Legally qualified Personnel)
CENTRE: MISA Head Office, Centurion

DUTIES: The successful candidate will perform the following duties: Handling legal matters that impact on the work and including litigation support, drafting/vetting/editing contracts, SLAs, MOUs, debt collection. Serving on various committees/bodies.
Rendering legal advice on a wide range of areas including procurement, labour legislative, contract and policy advice, interpretation of legislation and policies and advice on the infrastructure procurement regulatory framework

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

APPLICATIONS: Please forward your application, quoting the relevant reference number, to: HR-LAO-02@multilead.co.za

POST 28/60: SECRETARY REF NO: HR/SEC4/04 (X4 POSTS)

SALARY: R173 703 – R204 612 per annum

CENTRE: MISA Head Office, Centurion


DUTIES: The successful candidate will perform the following duties: Provides a secretarial support service to the Chief Director: Records appointments and events in the diary of the Chief Director; Type documents for the Chief Director and other staff within the Chief Directorate; Operates office equipment like photocopiers. Provides Clerical support service to the Chief Director: Liaise with travel agencies to make travel arrangements; Arrange meetings and events for the Chief Director and staff in the Chief Directorate, Identifies venues, invites roles players, organize refreshments and sets up schedules for meetings and events; Processes the travel and subsistence claims for the Chief Directorate; Processes all invoices that emanate from the activities of the work of the Chief Director; Records basic minutes of the meetings of the Chief Director where required; Drafts routine correspondence and reports; Does filing of documents for the Chief Director and the Chief Directorate where required; Administer matters like the leave register and the telephone account; Receives, records and distributes all incoming and outgoing documents; Handles the procurement of standard items like stationery, refreshments, etc. Collects all relevant documents to enable the Chief Director to prepare for meeting. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the Chief Director: Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly; Remains abreast with the procedures and processes that apply in the office of the Chief Director.

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

APPLICATIONS: Please forward your application, quoting the relevant reference number, to: HR-SEC4-04@multilead.co.za