

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.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the emails provided for each post.
- CLOSING DATE** : 21 June 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' license (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.

OTHER POSTS

- POST 20/37** : **PROFESSIONAL ENGINEER (CIVIL) REF NO: HR/PEC/05**
- SALARY CENTRE REQUIREMENTS** : R718 059 – R1 090 458 Total cost package per annum (OSD)
Northern Cape
- : An appropriate Degree in Civil Engineering (B Eng/ BTechEng) 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 No: 012 8485305/5379

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

POST 20/38 : **SENIOR ADMINISTRATIVE OFFICER REF NO: HR/SAO/06**

SALARY : R316 791 – R373 167 per annum

CENTRE : MISA Head Office, Centurion

REQUIREMENTS : An appropriate 3-year National Diploma or Degree in Human Resource Management /Public Administration qualification at NQF level 6, with 3-5 years' experience in Office Administration with at least 1 year in Labour Relations environment. Practical experience in Conciliation and Arbitration cases will serve as an added advantage. Core Competencies: Written and verbal communication skills. Ability to interact effectively with individuals and groups. Problem solving, mediation, crisis intervention, and negotiation skills. Ability to manage numerous priorities. Ability to deal with a wide and diverse client group. Leadership abilities. Process Competencies: Problem Solving and Decision Making. Client Orientation and Customer Focus. Diversity Management. Communication and Information Management. Technical competencies: In depth knowledge and understanding of: Office administration. Secretarial functions and relevant prescripts. Computer literacy.

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. Observe Labour Relations Procedures in terms of the provisions of the Labour Relations Act, most particularly, its application in the Public Service in terms of Grievances and Disciplinary hearings and provide training on Labour related matters. Assists 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 : Mr Jabulani Hadebe Tel: 011 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel: 012 8485305/5379

APPLICATIONS : Please forward your application, quoting the relevant reference number, to HR SAO-06@multilead.co.za

POST 20/39 : **REGISTRY CLERK: SECURITY AND FACILITIES MANAGEMENT SERVICES REF NO: MISA/RC: CR/07**

SALARY : R173 703 – R204 612 per annum

CENTRE : MISA Head Office, Centurion

REQUIREMENTS : An appropriate Senior certificate or equivalent relevant qualification
Process Competencies: Problem Solving, Planning and Organising, Communication (Verbal & Written) and Computer Literacy. Technical competencies: In depth knowledge and understanding of: Filing system, Mail procedure manual, Promotion of access to information Act and National archives.

DUTIES : The successful candidate will perform the following duties: Provide registry services: Receive and register hand delivered files and documents, keep good record, and maintain registers. Render an effective filing and record management services: Opening and closing files according to record classification system, correct allocation of reference numbers according to the approved file plan, filling/ storage, tracing (electronically/Manually) and retrieval of documents and files, complete index cards for all files, Ensure safe custody of all records. Process documents for archiving and/or disposal: Sort and package files for archives and

distribution, Compile list of documents to be archived and submit to the supervisor, Dispose and transfer qualifying material to national archives. Distribute and collect documents on HRM & D matters.

ENQUIRIES
APPLICATIONS

- : Ms Nommiselo Mtini/Ms Fulufhelo Museisi Tel No: 012 848 5305/5379
- : Please forward your application, quoting the relevant reference number, to: MISA-RC-CS-07@multilead.co.za