

**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.*

<b><u>CLOSING DATE</u></b>	:	28 December 2021. Applications will not be considered after the closing date.
<b><u>NOTE</u></b>	:	For All Applications: All applicants must be SA citizens/ permanent residents. Applications must be submitted on new Z83 form obtainable from any public service department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> and must be accompanied by a recently updated comprehensive CV (with contactable references and copies of all qualifications, Identity Document (ID) and Drivers' licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. Communication by HR regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following the communication from HR. 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 new 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 and one of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> . 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.

**OTHER POSTS**

<b><u>POST 44/32</u></b>	:	<b><u>SPECIALIST ENGINEER: ROADS AND STORMWATER REF NO: MISA/SE-RS/06</u></b>
<b><u>SALARY</u></b>	:	R1 558 839 – R2 228 358 package per annum, (OSD)
<b><u>CENTRE</u></b>	:	MISA Head Office
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Provide support on specialized Roads and Stormwater 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 advice 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  
[MISA-SE-RS-06@multilead.co.za](mailto:MISA-SE-RS-06@multilead.co.za)

**POST 44/33** : **SPECIALIST ENGINEER: SOLID WASTE MANAGEMENT REF NO:  
MISA/SE-SWM/07**

**SALARY** : R1 558 839 – R2 228 358 per annum, (OSD)  
**CENTRE** : MISA Head Office  
**REQUIREMENTS** : An appropriate master's degree in Civil Engineering, specializing in Waste Management/Environmental 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 and improve efficiency and enhance safety. Lead and coordinate advance research or knowledge application. Provide expert advice 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  
[MISA-SE-SWM-07@multilead.co.za](mailto:MISA-SE-SWM-07@multilead.co.za)

**POST 44/34** : **DEPUTY DIRECTOR: PROJECT MANAGEMENT REF NO: MISA/DDPM/03**

**SALARY** : R744 255 – R876 705 per annum (Level 11)  
**CENTRE** : Misa Head Office, Centurion  
**REQUIREMENTS** : A 3-year National Diploma or Degree in Built Environment or equivalent qualification at NQF level 6. 3-5 years relevant experience, including operating in an environment of uncertainty and incomplete information and make well-reasoned decisions. Project Management: Demonstrated/proven knowledge and experience in working on and supporting project management to deliver business benefits. Stakeholder management: ability to successfully manage a wide network of relationships. Communication: Accurately and clearly, convey timely information and ideas using a style and manner of presentation appropriate to the target audience. Problem resolution: act on identified needs and expectations and resolve issues and problems of stakeholders ensuring that actions and decisions address stakeholder needs & expectations. Research, analysis and decision-making: comprehensive reaching, analysing and summarising of information, making sense of large amounts of information and complex situations and getting to the heart of the problem. Leadership: Contribute to the creation of a motivated environment where goals can be achieved, skills and knowledge are enhanced, and learning & development are valued. Generic competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communications. Core competencies: Leadership. Motivation. Communication. Organization. Prioritization. Problem solving. Adaptability. Technical competencies: Knowledge and understanding of the Project Management Tools and systems. Information management systems. Project Management nine + one knowledge areas (Project Integration Management; Project Scope Management; Project Time Management; Project Cost Management; Project Quality Management; Project Human Resource Management; Project Communication Management and Project Risk Management). Built environment and professional judgement. Contract Management. Built environment, legal and operational compliance. Built environment operational communication.

- DUTIES** : The successful candidate will perform the following duties: Development and Management of programme and project plans (including multiple plans) - reviewing the plans regularly to ensure tasks and milestones are being achieved in a timely manner and Preparation of governance reports, project status reports, presentations, agendas etc. Take an active part in the project issue/risk management process by contributing to the identification and prioritisation of existing and potential issues, risks, and helping to develop strategies and controls to mitigate these. Use sound judgement to identify which issues and risks should be escalated to governance groups and prepare relevant reports/documentation. Check project compliance with MISA methodology and highlight any issues to the Programme Manager. Provide a skilled facilitation service to support the project teams in achieving these expectations (This means employing effective organisational and administrative processes together with their knowledge and/or experience of project management smart practices to facilitate the successful achievement of the project objectives). Build and maintain effective relationships with a wide range of people in addition to their own team including project sponsors, senior managers, stakeholders/customers, other project team members and managers, external agencies and vendors. Ensure the utilisation by stakeholders of the information management system (MIS) adopted by MISA. Ensure the utilisation by stakeholders of the information management system (MIS) adopted by MISA. Help build project management capability within the municipalities by collaborating with other staff, coaching and mentoring others and generally encouraging the appropriate use of project management techniques by others.
- 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-DDPM-03@multilead.co.za](mailto:MISA-DDPM-03@multilead.co.za)
- POST 44/35** : **PROFESSIONAL ENGINEER (CIVIL) REF NO: MISA/PE-C/01 (X3 POSTS)**
- SALARY** : R728 829 – R1 106 814 per annum, (OSD)
- CENTRE** : Gauteng, Kwazulu-Natal and Eastern Cape
- 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 No: 012 8485305/5379
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, [MISA-PE-GP-01@multilead.co.za](mailto:MISA-PE-GP-01@multilead.co.za)
- POST 44/36** : **TOWN PLANNER REF NO: MISA/TP-F/02**
- SALARY** : R628 014 – R953 715 per annum, (OSD)
- CENTRE** : Free State
- REQUIREMENTS** : An appropriate B degree in Urban / Town and Regional Planning or equivalent qualification. Three years post-qualification in Urban/Town and Regional Planning experience and registered as professional with SACPLAN. Process Competencies: Knowledge Management, Service Delivery Innovation, Problem

Solving and Analysis, Client Orientation and Customer Focus and Communication, Change Management. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management and Financial Management. Technical competencies: In depth knowledge and understanding of: Urban/ Town and Regional Planning Principles and methodologies, Research and development, Urban/ Town and Regional Planning knowledge of legal compliance, Urban/ Town and Regional Planning professional judgement and Computer aided applications.

**DUTIES** : The successful candidate will perform the following duties: Support Town Planning process in accordance with South African Policies, Acts, Regulations, and Industry Guidelines following MISA and Municipal Norms and Practices. Support municipalities to compile Spatial Development Framework (SDF) as part of IDP processes. Support municipalities to compile guidelines and evaluation of land use management schemes (LUMS). Support municipalities in implementation and management of Town Planning Schemes in compliance with legislative requirements. Support municipalities in reviewing and developing land use in line with Spatial Development Framework (SDF).

**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, MISA-TP-FS-02@multilead.co.za

**POST 44/37** : **ASSISTANT DIRECTOR: SECURITY AND FACILITY MANAGEMENT REF NO: MISA-ASD-SFM/02**

**SALARY** : R382 245 – R461 745 per annum

**CENTRE** : MISA Head Office

**REQUIREMENTS** : An appropriate A three-year National degree/ Diploma in Public Administration or equivalent qualification in the Security Management field discipline at NQF Level 6 with 3 to 5 years' experience in lower management within security field. 3 to 5 years' experience in implementation of Occupational Health and Safety. Core Competencies: Planning and Organizing, Coordination Problem Solving & Decision Making, Project Management, People Management and Empowerment, Client Orientation and Customer Focus, Team leadership, Diversity Management, Communication (Verbal and written). Technical competencies: Knowledge of Minimum Information Security Standards (MISS), Knowledge of Minimum Physical Security Standards (MPSS), Knowledge of Occupational Health and Safety Requirements, Contract management skills, Advanced computer proficiency, Principles of Security electronic systems, Security events management.

**DUTIES** : The successful candidate will perform the following duties: Assist in the management of the provision of adequate facilities operations like transport, office space, building and maintenance, the travel contract, registry, reception, cleaning in the organisation. Manage Occupational Health & Safety compliance and policy operations within the organisation, compile action plans on Audit findings for SAPS, SSA, OHS and Internal Auditors (IA). Management of the Security Management Service Providers and in-house security personnel by ensuring compliance with the Minimum Information Security Standards (MISS); Minimum Physical Security Standards (MPSS) and Physical Security Procedures and Standards. Assist in the management of the security services in the organisation including access control, vetting and designation of security zones. Investigate all reported security breaches incidents and write reports on screening results, recommend candidates for employment to the Head of HR and report security breaches to the SSA and SAPS. Assessment of the security Risks with the organisation and develop mitigation plans.

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

**APPLICATIONS** : Please forward your application, quoting the relevant reference number, MISA-ASD-SFM-13@multilead.co.za

**POST 44/38** : **ASSISTANT DIRECTOR: FRAMEWORK CONTRACTS AND INFRASTRUCTURE PROCUREMENT REF NO: MISA-ASD-FCIP/05**  
(12 Months Contract)

**SALARY** : R382 245 – R461 745 per annum

**CENTRE** : Misa Head-Office

**REQUIREMENTS** : A three year tertiary qualification (NQF level 6) in Supply Chain Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement or Finance and or Supply Chain Management / Commerce/Law/ FIS/Local Government Finance/Internal Auditing/Management/Business Management/Accounting / Built Environment

with at least three (3) years relevant experience in Supply Chain Management (dealing with Construction or Infrastructure Procurement) of which a minimum two (2) years relevant supervisory experience. Computer skills in Microsoft Office Applications Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts Experience in Demand and Acquisition Management Knowledge and working experience in Public Sector procurement process, rules, and regulations: PFMA, PPPFA, BBBEE, CIDB, Treasury Regulations and Supply Chain Management prescripts Understanding of JBCC, GCC, NEC and other forms of contracts related to construction. A Valid driver's license. Knowledge and Skills: Knowledge of Infrastructure / Construction Procurement as it relates to Demand, Acquisition and Contract management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts Broad Knowledge of the IDMS and Framework for Infrastructure Procurement and Delivery Management. Decision making Background in procurement or competencies in administration of bids Computer skills Problem solving Writing skills. Creativity Ability to engage with service providers with matters related to acquisition of goods or services. Highly motivated. Ability to work under pressure.

**DUTIES** : The successful candidate will perform the following duties: The demand needs identified in the MISA strategic planning as well as business, operational and project plans are delivered at the correct time, price, place, and that the quantity and quality will satisfy those needs. Assist in the establishment and maintenance of framework agreement contracts Monitor the utilization of framework contracts and assist the end user in the compilation of Specification, Terms of References and procurement documents Prepare procurement documents and templates for the utilization by the municipalities and end users within MISA Ensure that the current and future construction needs of the department are analyzed by conducting market research, commodity and industry analyses. Coordinate demand inputs from Construction Branches and offer assistance whenever needed Monitor compliance and adherence to policies, procedures and processes pertaining to infrastructure procurement. Assist municipalities in the enhancement of infrastructure procurement practices. Liaise with relevant line managers in preparation and reviewing service level agreements and business contracts between service providers and the Department Analyze bids and proposals and ensure that the specifications of binding agreements with service providers are legal and comply with Government policies. Assist the SCM unit in Safeguarding of infrastructure contracts related documentation and contract files. Maintain an up-to-date tender and contract register. Assist the end users in Dealing with underperforming and non-performing vendors and contractors/service providers Assist in the Facilitation and management of the development of stakeholder management plan for infrastructure procurement. Generate monthly reports on framework contracts. Management MISA resources.

**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-ASD-FCIP-05@multilead.co.za](mailto:MISA-ASD-FCIP-05@multilead.co.za)

**POST 44/39** : **INTERNAL AUDITOR REF NO: MISA/IA-C/04**

**SALARY** : R321 543 – R378 765 per annum

**CENTRE** : Centurion

**REQUIREMENTS** : An appropriate 3 years national diploma/degree in Internal Auditing or equivalent qualification. 1-3 years' appropriate experience in Internal Auditing. Process Competencies: Service Delivery Innovation, Problem Solving and Analysis Client Orientation and Customer Focus, Communication and Computer literacy. Technical competencies: In depth knowledge in: Operational and performance Audits, Risk Management and Auditing practices, The Public Finance Management Act and Development of policies.

**DUTIES** : The successful candidate will perform the following duties: Assist in the initial communication with auditee, gathering of auditee background information, developing of system descriptions, process flows and audit programs. Conduct audits and investigations for the organisation as required by the audit standards. Draft and discuss the audit findings with the supervisor and management. Follow-up on internal audits recommended for management actions.

**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, [MISA-IA-C-04@multilead.co.za](mailto:MISA-IA-C-04@multilead.co.za)