

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.

NOTE

: 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 DPSA web site link: <https://www.dpsa.gov.za/newsroom>. Applicants are NOT required to submit copies of qualifications and other relevant documents on application BUT must submit new Z83 application form and must be accompanied by a recently updated comprehensive CV with contactable references. 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: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. NB: 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.

MANAGEMENT ECHELON**POST 21/107**

: **CHIEF DIRECTOR: PROJECT MANAGEMENT REF NO: MISA/CD-PM/01**

SALARY

: R1 269 951 – R1 518 396 per annum, total cost package

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 :
APPLICATIONS :
CLOSING DATE :

Nommiselo Mtini/ Fulufhelo Museisi Tel No: 012 8485305/5379

Please forward your application, quoting the relevant reference number, to MISA-CD-PM-01@misa.gov.za

27 June 2022

OTHER POSTS

POST 21/108 : **SPECIALIST ENGINEER: WATER AND SANITATION REF NO: MISA/SEWS/09**

SALARY : R1 558 839 – R2 228 358 per annum, total cost package, (OSD)
CENTRE : Misa Head Office, Centurion
REQUIREMENTS : An appropriate Master's degree in Civil Engineering, Specializing in Water and Sanitation or equivalent relevant qualification with Ten (10) 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. 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 water and sanitation 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 : Ms Nommiselo Mtini/Ms Fulufhelo Museisi Tel No: 012 848 5305/5379
APPLICATIONS : Please forward your application, quoting the relevant reference number, to MISA-SEWS-09@misa.gov.za

POST 21/109 : **PROFESSIONAL ENGINEER (CIVIL) REF NO: MISA/NW-MP/02 (X2 POSTS)**

SALARY : R744 255 – R876 705 per annum, total cost package
CENTRE : North-West, Mpumalanga
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** : Nommiselo Mtini/ Fulufhelo Museisi Tel No: 012 8485305/5379
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, MISA-NW-MP-02@misa.gov.za
- POST 21/110** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: MISA/DD/RM/03**
- SALARY** : R744 255 – R876 705 per annum, total cost package
- CENTRE** : MISA Head Office, Centurion
- REQUIREMENTS** : An appropriate 3-year National Diploma or Degree in Risk Management/ Internal Audit or equivalent relevant qualification at NQF level 6 with 3-5 years' relevant experience in Risk Management. Process Competencies: Applied strategic thinking. Problem Solving and decision making. Project Management. Developing others. Team leadership. Diversity Management. Communication & Information Management. Technical Competencies: Treasury Audits. Risk assessment. Risk Management and Auditing practices. The Public Finance Management Act. Laws, regulations, legislation effecting public sector. Corporate Governance guidelines. Development of policies and strategies.
- DUTIES** : The successful candidate will perform the following duties: Provide strategic guidance on the development, implementation and maintenance of risk management frameworks, strategies, and policies, include Fraud Prevention Plan. Manage a gap analysis of the Organisation Enterprise Risk Management process and perform reviews of the risk management process to improve the existing department processes. Compile a risk register on an annual basis and develop systems to facilitate risk monitoring and risk improvements. Align the risk management process to strategic objectives and business plans of the Organisation. Monitor, evaluate and report on the status of risk management and adherence to risk management processes within the Organisation. Provide guidance on the implementation of Business Continuity Management. Provide guidance on the Development and implementation of ethics management strategy. Coordinate Remuneration work outside the Public Service processes and systems. Facilitate and provide guidance on disclosure of financial interest. Manage and monitor the gift register.
- ENQUIRIES** : Ms Fulufhelo Museisi / Nommiselo Mtini Tel No: 012 848 5379/ 5305
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to MISA-DD-RM-03@misa.gov.za
- POST 21/111** : **SOFTWARE ENGINEER REF NO: MISA/SOF/MIPMIS/04 (X2 POSTS)**
(12 Months Fixed Contract)
- SALARY** : R744 255 – R876 705 per annum, total cost package
- CENTRE** : MISA Head Office
- REQUIREMENTS** : An appropriate National Diploma, Bachelor's Degree in Computer Science, Software Engineering, or equivalent relevant qualifications at NQF level 6 holding Microsoft Certified Solutions Expert (MCSE), Microsoft Certified Solutions Developer (MCSD) and Hyper V qualification, and full technical proficiency in HTML5 and PHP with 3 – 5 years' experience in development and customization, and operation and maintenance of ICT based Software Engineering. 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: ICT system

designing/developing with minimum 2 years' experience. ICT system customisation with minimum 2 years' experience. ICT project operation and maintenance position for minimum 2 years. C-sharp and ASP.net and QlikView. HTML% and PHP.

DUTIES : The successful candidate will perform the following duties: maintenance and optimization of the MIPMIS front end (website). Maintenance and optimization of the MIPMIS modules: a) Infrastructure Module; b) Project module; c) Reporting modules; d) Back to basics module; e) Incident reporting module; f) Administration module. System and end-user support. System interface. System enhancement and development. Development of modules for Management of MISA businesses as and when required and operate and maintain the same. Database management. System training and advocacy.

ENQUIRIES APPLICATIONS : Nommiselo Mtini/ Fulufhelo Museisi Tel No: 012 8485305/5379
: Please forward your application, quoting the relevant reference number, to: MISA-SOF-04@misa.gov.za

POST 21/112 : **SYSTEM ENGINEER REF NO: MISA/SE/MIPMIS/05**
(12 Months Fixed Contract)

SALARY CENTRE REQUIREMENTS : R744 255 – R876 705 per annum, total cost package
: MISA Head Office, Centurion
: An appropriate National Diploma, Bachelor's Degree in Information Technology and Communication (ICT) or equivalent relevant qualifications at NQF level 6 holding Microsoft Certified Solutions Expert (MCSE), and VMWare and Hyper V certification equivalent relevant qualification with 3 – 5 years' experience in development and customization, and operation and maintenance MS Windows server 2002 SP 2 environment or higher associated ancillaries. 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, Programme and Project Management, Financial Management, Change Management. Technical competencies: In depth knowledge and understanding of: Knowledge ICT system designing/developing with minimum 2 years' experience. ICT system customisation with minimum 2 years' experience. ICT project operation and maintenance position for minimum 2 years. Managed a senior ICT position for minimum 2 years. Image deployment and data recovery.

DUTIES : The successful candidate will perform the following duties: Installation, operation and maintenance of Windows server and security system. Installation, operation and maintenance of Microsoft SQL server and Hyper V. Configuration and maintenance of active directory and domain services. Management of system users (adding, removing and maintenance of system users). Server support, maintenance and hosting (primary and Back-up servers). Systems and end-user support. Systems interface (remote access). Systems enhancement and development.

ENQUIRIES APPLICATIONS : Nommiselo Mtini/ Fulufhelo Museisi Tel No: 012 8485305/5379
: Please forward your application, quoting the relevant reference number, to: MISA-SE-05@misa.gov.za

POST 21/113 : **ASSISTANT DIRECTOR: DATABASE MANAGER REF NO: MISA/DM/06 (X2 POSTS)**
(12 Months Fixed Contract)

SALARY CENTRE REQUIREMENTS : R382 245 – R450 255 per annum, plus 37% in lieu of benefits
: MISA Head Office, Centurion
: An appropriate National Diploma, bachelor's degree in any Science Subject or equivalent relevant qualifications at NQF level 6 with 3 – 5 years' experience in the field of Infrastructure data management using web enabled system. Any ICT relevant qualification will be an added advantage. Core Competencies: Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Facilitation and Communication. Honesty and Integrity. Technical Competencies: In depth knowledge and understanding of: Data management using MS Excel minimum 2 years' experience. Data operator/management using web-based system minimum 2 years' experience.

DUTIES : The successful candidate will perform the following duties: Coordinate Assist in managing the MIPMIS data management on day-to-day basis. Quality checking of the data submitted by municipalities and/ or end users and

- uploading the same, in applicable cases in the system for further use. End Users Support in using the system.
- ENQUIRIES APPLICATIONS** : Nommiselo Mtini/ Fulufhelo Museisi Tel No: 012 8485305/5379
: Please forward your application, quoting the relevant reference number, to: MISA-DM-06@misa.gov.za
- POST 21/114** : **SUPPLY CHAIN PRACTITIONER REF NO: MISA/SCP/07**
- SALARY CENTRE REQUIREMENTS** : R321 543 – R378 765 per annum
: MISA Head Office, Centurion
: An appropriate 3 year's National Diploma or Degree or equivalent qualification NQF Level 6 in Supply Chain Management/ Finance/ Commerce/ Public Management with 2-3 years' working experience in Supply Chain Management/ Procurement. Process, Client Orientation and Customer Focus, Communication (Verbal & Written), Reliability, Time Management, Interpersonal Relations, Planning and Organising and Teamwork. Technical competencies: In depth knowledge and understanding of: Supply Chain Management processes, Treasury Regulations, PFMA, PPPFA and BBBEE, Tender and Contract Administration.
- DUTIES** : The successful candidate will perform the following duties: Implement Supply Chain Management policy and ensure that all procurement of goods or services is in accordance with delegations and directives, Review Specifications and Terms of Reference received, Verify quotations batch for correctness, Perform Bid Administration functions including compiling of bid documents, advertising of bids, organising briefing sessions, administer opening of bid box, accurate recording of bids received and render secretariat services to the Bid Committees Maintain electronic and manual filling of bid documents, Maintain a requisitions, Purchase Orders and Bid Registers, Implement effective utilisation of Central Supplier Database, invite tenders and update the tender register, ensure compliance with SCM legislation and policies, Prepare management information and statistics and report as required, Monitor and follow up on outstanding requests and documents, Supervise and develop subordinates.
- ENQUIRIES APPLICATIONS** : Nommiselo Mtini/ Fulufhelo Museisi Tel No: 012 8485305/5379
: Please forward your application, quoting the relevant reference number to: MISA-SCP-07-@misa.gov.za
- POST 21/115** : **SECRETARY REF NO: MISA/SEC02/08**
- SALARY CENTRE REQUIREMENTS** : R176 310 – 207 681 per annum
: MISA Head Office, Centurion
: An appropriate Matric certificate and any other computer training course or qualification that will enable the person to perform the work satisfactorily. Core Competencies: Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Technical Competencies: Understanding of Public Service Regulations. Computer literacy.
- DUTIES** : The successful candidate will perform the following duties: Provides a secretarial support service to the Chief Financial Officer: Records appointments and events in the diary of the Chief Financial Officer; Type documents for the Chief Financial Officer: and other staff within the Chief Financial Officer: Operates office equipment like photocopiers. Provides Clerical support service to Chief Financial Officer: Liaise with travel agencies to make travel arrangements; Arrange meetings and events for the Chief Financial Officer: and staff in the Chief Financial Officer, Identifies venues, invites roles players, organize refreshments and sets up schedules for meetings and events; Processes the travel and subsistence claims for the Chief Financial Officer; Processes all invoices that emanate from the activities of the work of the Chief Financial Officer; Records basic minutes of the meetings of the Chief Financial Officer: where required; Drafts routine correspondence and reports; Does filling of documents for the Chief Financial Officer: and the Chief Financial Officer: 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 Chief Financial Officer: 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 Financial Officer: 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 Financial Officer.

ENQUIRIES
APPLICATIONS

- : Nommiselo Mtini/ Fulufhelo Museisi Tel No: 012 8485305/5379
- : Please forward your application, quoting the relevant reference number, to MISA-SEC02-08@misa.za