

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** : 18 November 2022 at 16:00
- 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. (applicants are not submitting attachments/ proof/ID/Qualifications/Driver's license on application, applicants are submitting Z83 and CV ONLY). 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). 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 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 41/98** : **DIRECTOR: INFRASTRUCTURE ASSESSMENT AND ANALYSIS REF NO: MISA/D-IAA/02**
- SALARY** : R1 073 187 – R1 264 176 per annum, (total cost package)
- CENTRE** : Misa Head Office- Centurion
- REQUIREMENTS** : An appropriate Degree or relevant qualification at NQF 7, with Extensive 6 to 10 years' experience at Senior Management Level. SMS pre-entry certificate. 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.
- DUTIES** : The successful candidate will perform the following duties: Provide technical support to municipalities in the analysis of infrastructure plans and expenditure against budget, including infrastructure maintenance. Conduct the assessment on condition and the extent of municipal Infrastructure assets. Provide technical support to municipalities in assessing infrastructure maintenance requirements. Provide development support and / or intervention service delivery need.
- ENQUIRIES** : Kulani Makhubele/ Nommiselo Mtini Tel No: 012 8485308/5305
- APPLICATIONS** : Please forward your application, quoting the relevant reference number, MISA-D-IAA-02@misa.gov.za

OTHER POSTS

POST 41/99 : **SPECIALIST ENGINEER: ROADS AND STORMWATER REF NO: MISA/SE-RS/01**

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/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.

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 expert advise on specialized engineering field. Develop and review municipal sector master plans.

ENQUIRIES : Kulani Makhubele/ Nommiselo Mtini Tel No: 012 8485308/5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to MISA-SE-RS-01@misa.gov.za

POST 41/100 : **PROFESSIONAL ENGINEER: ELECTRICAL REF NO: MISA/PE-E/03**

SALARY : R728 829 – R1 106 814 per annum, (Total cost package) (OSD)
CENTRE : Limpopo

REQUIREMENTS : An appropriate Degree in Electrical Engineering or equivalent relevant qualification at NQF level 7, with Three (3) years' post-qualification experience in Electrical Engineering and registered as Professional Engineer/ Technologist with ECSA. Core Competencies: Strategic Capacity Leadership. People management and Empowerment. Programme and Project Management. Financial Management. Change Management. 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 design and analysis knowledge. Engineering and professional judgement. Contract management. Knowledge of local socio-economic infrastructure. Engineering. Legal and operational compliance. Engineering operational communication.

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 : Kulani Makhubele/ Nommiselo Mtini Tel No: 012 8485308/5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to MISA-PE-E-03@misa.gov.za

POST 41/101 : **PROFESSIONAL ENGINEER: CIVIL REF NO: MISA/PE-C/04**

SALARY : R728 829 – R1 106 814 per annum, Total cost package, (OSD)
CENTRE : KwaZulu-Natal

- REQUIREMENTS** : An appropriate Degree in Civil Engineering or equivalent relevant qualification at NQF level 7, with Three (3) years' post-qualification experience in Civil Engineering and registered as Professional Engineer/ Technologist with ECSA. Core Competencies: Strategic Capacity Leadership. People management and Empowerment. Programme and Project Management. Financial Management. Change Management. 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 design and analysis knowledge. Engineering and professional judgement. Contract management. Knowledge of local socio- economic infrastructure. Engineering. Legal and operational compliance. Engineering operational communication.
- DUTIES** : The successful candidate will perform the following duties: Provide support on Civil 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 APPLICATIONS** : Kulani Makhubele/ Nommsiso Mtini Tel No: 012 8485308/5305
: Please forward your application, quoting the relevant reference number, to MISA-PE-C-04@misa.gov.za
- POST 41/102** : **INTERNAL AUDITOR REF NO: MISA/IA-C/05**
- SALARY CENTRE REQUIREMENTS** : R321 543 – R378 765 per annum
: Misa Head Office- Centurion
: An appropriate 3-year Degree/ National diploma 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 APPLICATIONS** : Kulani Makhubele/ Nommsiso Mtini Tel No: 012 8485308/5305
: Please forward your application, quoting the relevant reference number, to MISA-IA-C-05@misa.gov.za
- POST 41/103** : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE MANAGEMENT REF NO: MISA/SP-HRM/06 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R321 543 – R378 765 per annum
: Misa Head Office- Centurion
: An appropriate 3-year Degree or National Diploma in Human Resource management or equivalent with two (2) to Three (3) years' appropriate experience in Human Resource environment. Generic Competencies: Quality of Work. Reliability. Initiative. Communication Skills. Interpersonal Relations. Teamwork. Planning & Execution. Technical competencies: In depth knowledge and understanding of: Interpretation of policies. PERSAL expertise. Public Service management framework and Human resource matters.
- DUTIES** : The successful candidate will perform the following duties: Implementation of service benefits and conditions of service (Housing, resettlement cost, salary restructuring, leave, acting allowance &etc.). Administer and approve transactions in respect of service benefits and appointments on PERSAL

system. Co-ordinate recruitment and selection in the department. Provide secretariat service during interviews. Conduct job evaluation, compile job profiles, and develop the organizational structure.

ENQUIRIES : Kulani Makhubele/ Nommiselo Mtini Tel No: 012 8485308/5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to MISA-SP-HRD-06@misa.gov.za

POST 41/104 : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: MISA/SP-HRD/07 (X1 POST)**

SALARY : R321 543 – R378 765 per annum
CENTRE : Misa Head Office- Centurion
REQUIREMENTS : An appropriate 3-year Degree or National Diploma in Human Resource management or equivalent with two (2) to Three (3) years' appropriate experience in the relevant field. Generic Competencies: Quality of Work. Reliability. Initiative. Execution. Communication Skills. Interpersonal Relations. Teamwork. Planning & Execution. Technical competencies: In depth knowledge and understanding of capturing and operate computer. Collect administrative statics. Basic financial operating systems (PERSAL). Presentation skills and public service regulations.

DUTIES : The successful candidate will perform the following duties: Implement the Human Resource Development and Performance Management System Strategy and Policies. Coordinate the process of performance agreements and assessments. Facilitate the development of performance improvement plans and annual circle. Coordinate the bursary scheme and develop the bursary support programs. Facilitate the compulsory induction programs and Orientation for the Department. Coordinate internship and learnership programs.

ENQUIRIES : Kulani Makhubele/ Nommiselo Mtini Tel No: 012 8485308/5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to MISA-SP-HRD-07@misa.gov.za