

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 : 22 April 2024. Applications will not be considered after the closing date.

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 DPSSA 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 licence 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. For Professional Engineers posts, please indicate province of 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>. Candidate shortlisted for SMS post will be subject to a technical test prior to the interviews: 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. Shortlisted candidates could be expected to complete management competency assessments. Kindly type only reference number on the subject line of the email.

MANAGEMENT ECHELON

POST 11/01 : **PROVINCIAL MANAGER REF NO: MISA/PM: FS/01**

SALARY : R1 162 200 – R1 365 411 per annum, (total cost package)

CENTRE : Free State Province

REQUIREMENTS : An appropriate Degree in Built Environment or equivalent relevant qualification at NQF level 7 with 6-10 years' work experience in middle management level in a related field and exposure in Local Government. SMS pre-entry certificate. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Intergovernmental Relations (IGR). Core competencies: Strategic Capacity and Leadership. People Management and Empowerment. Financial Management and Change Management. Technical competencies: In depth knowledge and understanding of: Contract Management. Programme and Project Management. 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: Provide leadership and management support to MISA personnel deployed in provinces. Establish and maintain relationships with key stakeholders at all levels including sector departments, provincial departments, and local government. Facilitate the identification of technical support areas in municipalities in a province. Ensure monitoring and reporting of technical support activities in line with MISA's monitoring and evaluation framework. Manage identified risks and escalate relevant matters to senior management within MISA.

ENQUIRIES : Ms Zipho Thete & Nommiselo Mtini Tel No: (012)848 5308/5401/ 5305

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

POST 11/02 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MISA/D-SCM-02**

SALARY : R1 162 200 – R1 365 411 per annum, (total cost package)

CENTRE : MISA Head Office, Centurion

REQUIREMENTS : An appropriate Degree or equivalent relevant qualification in Supply Chain, Financial Management, Commerce at NQF 7 with 6-10 years relevant experience in Supply Chain Management or Procurement at managerial level in Public Sector. SMS pre-entry certificate. A minimum of 6 years' experience in Infrastructure procurement at managerial level and above. A minimum of 6 years' experience in all elements of Supply Chain Management in Public Sector at

managerial level. Extensive experience of serving/providing guidance in bid committees. Experience in Asset Management at managerial level. Experience on SAGE Pastel will be an added advantage. Experience on risk management. Experience on contracts management. Experience in reporting to governance and oversight structures. Experience in auditing will be an added advantage. Process competencies: Knowledge Management. Service Delivery Innovation. Problem Solving, Report writing, Analysis, Client Orientation, Customer Focus. Communication skills. Core competencies: Strategic Capacity and Leadership, People Management and Empowerment. Project Management. Supply Chain Management and Change Management. Technical competencies: In depth knowledge and understanding of: Public Finance Management Act (PFMA), Framework for Supply Chain Management, Tender and Contract administration, Asset Management framework, Financial Management, Preferential Procurement Policy Framework Act. BEE Framework and BBBEE Act, CIDB Act, GRAP Standards pertaining to Asset Management.

DUTIES : The successful candidate will perform the following duties: Formulate, implement, and advise on the Supply Chain Policy, Transformation Policies and other relevant Legislation. Oversee smooth functioning of the Demand Management, Acquisition Management, Asset Management, SCM Risk and Compliance Management. Staff Management whereby the employee will be responsible for the implementation and control of a performance management system in the department, responsible for the overall success of the staff in the department ensuring duties are executed on time within budget and in charge of the training needs for supply chain management. Report writing and ensuring deadlines are met and the SCM department is performing optimally. Provide guidance to the Bid Committees, MANCO and all governance structures when required. Ensuring compliance with all applicable regulations.

ENQUIRIES : Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5308/5401/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to MISA-D-SCM-02@misa.gov.za

POST 11/03 : **DIRECTOR: INFRASTRUCTURE FINANCING REF NO: MISA/D-IF-03**

SALARY : R1 162 200 – R1 365 411 per annum, (total cost package)
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate Degree in Built Environment/Development Finance/Economics or equivalent relevant qualification at NQF level 7 with 6-10 years' experience at a middle management level. SMS pre-entry certificate. Core Competencies: Strategic Capacity and Leadership. People management and 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: Development Financing Infrastructure funding models, Project preparation, Financial, Legal, and operational compliance, communication skills. Government planning and budgeting systems. Co-operative governance systems and legislation. Local government transformation. Knowledge on financing of socio-economic infrastructure.

DUTIES : The successful candidate will perform the following duties: Coordinate the process to develop innovative models and engage financial institutions, funders, and National Treasury for private sector in municipal infrastructure. Coordinate the development of mechanisms for alternative funding and service delivery technology. Participate in the development and review of Municipal infrastructure Grant and other Infrastructure Grand Policies. Manage the monitoring and evaluation of the implementation of infrastructure through Municipal infrastructure Grant. Manage the implementation of appropriate capital programme management capacity within municipalities.

ENQUIRIES : Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5308/5401/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to MISA-D-IF-03@misa.gov.za

POST 11/04 : **DIRECTOR: INFRASTRUCTURE ASSESSMENT AND ANALYSIS REF NO: MISA/D-IAA/04**

SALARY : R1 162 200 – R1 365 411 per annum, (total cost package)
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate Degree in Built Environment (BSc Eng/BTech in Civil Engineering) or equivalent relevant qualification at NQF 7, with Extensive 6 to 10 years' experience at Middle 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. Technical competencies: In depth knowledge and currents trends in innovation and practices to be able to analyse and evaluate the feasibility of options and alternatives in delivery of quality services that comply with the statutory provisions. Advanced knowledge and understanding of relevant local government policies and legislations. 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: 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 : Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5308/5401/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, MISA-D-IAA-04@misa.gov.za

POST 11/05 : **DIRECTOR: FINANCIAL MANAGEMENT SERVICES REF NO: MISA/D-FMS/05**

SALARY : R1 162 200 – R1 365 411 per annum, (total cost package)
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate Degree in Financial Management, Commerce, Auditing, Accounting, or equivalent relevant qualification at NQF 7, with Extensive 6 to 10 years' experience at Middle Management Level. SMS pre-entry certificate. A minimum of 6 years' experience in review of Annual Financial Statements prepared on accrual basis of accounting. In-Depth knowledge of GRAP Standards is essential. Extensive experience in dealing with auditors. Experience in salary administration and employee's tax. Experience on SAGE Pastel and CaseWare will be an added advantage. Experience on risk management and auditing will be an added advantage. Experience in strategic planning and execution, financial modelling, budgets, cash flow management, project accounting, asset management, statutory report requirements. 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: GRAP Standards, Financial Management Financial Accounting, Salary Administration, Analytical, creative and innovative thinking, Interpersonal Relations and Report writing.

DUTIES : The successful candidate will perform the following duties: Manage Financial and Management Accounting sections. Preparation and review of reports. Manage and co-ordinate budget planning, expenditure, revenue services. Oversee the book-keeping services. Render financial systems control services. Formulate and co-ordinate input into the development of policies and procedure relevant to financial management. Ensuring preparation and review of Interim and Annual Financial Statements. Follow-up on audit queries from both internal and external audits. Attend to auditors during the audit season. Ensuring compliance with all applicable regulations.

ENQUIRIES : Ms Zipho Thete & Nommiselo Mtini Tel No: (012)848 5308/5401/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, MISA-FMS-05@misa.gov.za

OTHER POSTS

POST 11/06 : **ASSISTANT PROVINCIAL MANAGER REF NO: MISA/APM-KZN/06**

SALARY : R811 560 – R952 485 per annum, (total cost package)
CENTRE : KwaZulu-Natal Province
REQUIREMENTS : An appropriate Degree or National Diploma in Built Environment or equivalent relevant qualification at NQF level 6 with 3-5 years' experience in the relevant field in a Supervisory Level. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Financial Management and Change Management. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Intergovernmental Relations (IGR). Technical Competencies: Contract Management. Programme and Project Management. Government systems and structures. Co-operative governance systems and legislation. Local government systems and transformation. Knowledge of local socio-economic infrastructure. Understanding of Government Monitoring and evaluation Framework.

DUTIES : The successful candidate will perform the following duties: Provide support to MISA Provincial Manager in a province. Manage and maintain relationships with key stakeholders. Manage the Technical Support Plans to municipalities in a province. Monitoring and reporting of technical support activities in line with MISA's monitoring and evaluation framework. Report, manage and mitigate the identified risks within MISA.

ENQUIRIES : Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5308/5401/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to: MISA-APM-KZN-06@misa.gov.za

POST 11/07 : **SYSTEM ENGINEER REF NO: MISA/SE/MIPMIS/07**

SALARY : R811 560 – R952 485 per annum, (total cost package)
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : An appropriate degree or National Diploma in Information Technology and Communication (ICT) or equivalent relevant qualifications at NQF level 6 and VMWare and Hyper V certification with 3 – 5 years' experience in a Supervisory Level and administration, operation, and maintenance of MS Windows server 2012 SP 2 environment or higher. Microsoft Certified System Engineer

(MCSE) will be an added advantage, 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: Microsoft server administration and maintenance with minimum 3 years' experience. Windows server operation and maintenance for minimum 3 years. 3 years' experience in supporting a virtualised server environment.

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, dynamic host configuration protocol (DHCP) 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. Implementation and maintenance of disaster recovery plan and site.

ENQUIRIES : Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5308/5401/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number to: MISA-SE-MIPMIS-07@misa.gov.za

POST 11/08 : **SOFTWARE ENGINEER REF NO: MISA/SOF/MIPMIS/08 (X2 POSTS)**

SALARY : R811 560 – R952 485 per annum, (total cost package)

CENTRE : MISA Head Office

REQUIREMENTS : An appropriate degree or National Diploma in Computer Science, Software Engineering, or equivalent relevant qualifications at NQF level 6 with 3-5 years with supervisory experience and experience in development, customization, operation, and maintenance of software systems. 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, software development and programming. Technical competencies and development: In depth knowledge and understanding of: ICT system designing and development. Maintaining and Support. High Proficiency level of visual basic, C-sharp, Power BI, SQL database, HTLM and ASP net. for minimum 3 years.

DUTIES : The successful candidate will perform the following duties: maintenance and optimization of the Municipal Infrastructure Performance Information System (MIPMIS- system back-end front and 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 electronic systems for Management of MISA businesses as and when required and operate and maintain the same. Database management. System training and advocacy. Customisation of systems report according to user requirement.

ENQUIRIES : Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5308/5401/ 5305
APPLICATIONS : Please forward your application, quoting the relevant reference number, to: MISA-SOF-MIPMIS-08@misa.gov.za

POST 11/09 : **PROFESSIONAL ENGINEER (CIVIL) REF NO: MISA/PE/CIVIL/09 (X4 POSTS)**

SALARY : R795 147 – R1 197 978 per annum, (OSD), (total cost package)

CENTRE : Eastern Cape: Mthatha (X2 Posts)

KwaZulu Natal: Pietermaritzburg (X1 Post)

Northern Cape Province: Upington (X1 Post)

REQUIREMENTS : An appropriate Degree in Civil Engineering (B Eng/ BSc Eng) or equivalent relevant qualification at NQF level 7 with three (3) years post-qualification experience in Civil Engineering and registered as Professional Engineer 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 communication.

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, improve efficiency, and enhance safety. Conduct the diagnostic process of the identified municipalities (poor performing). Assess municipal infrastructure planning, development, implementation, operation, and Maintenance requirements 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
APPLICATIONS**

: Ms Zipho Thete & Nommiselo Mtini Tel No: (012)848 5308/5401/ 5305
: Please forward your application, quoting the relevant reference number, to: MISA-PE-CIVIL-09@misa.gov.za

NOTE

: For Professional Engineer posts please indicate the province you are applying for on the Z83 form.

POST 11/10

: **DATABASE MANAGER REF NO: MISA/DM/MIPMIS/10**

**SALARY
CENTRE
REQUIREMENTS**

: R424 104 – R496 467 per annum (Level 09)
: MISA Head Office, Centurion
: An appropriate degree or National Diploma in Computer Science or equivalent relevant qualifications at NQF level 6 with 3 – 5 years' experience in the field of Infrastructure data management using web enabled systems. Additional experience working with modern databases and IT technologies 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. Process competencies: Knowledge of SQL, statistical programming languages, machine learning, probability and statistics, data management, statistical visualisation, and econometrics. Technical Competencies: In depth knowledge and understanding of: Data management using MS Excel minimum 3 years' experience. Data analysis and data administration functions including collection and distribution. operator/management using web-based system minimum 3 years' experience.

DUTIES

: The successful candidate will perform the following duties: Coordinate and aassists in managing the MIPMIS data and data from other systems 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. Data analysis management and reporting.

**ENQUIRIES
APPLICATIONS**

: Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5308/5401/ 5305
: Please forward your application, quoting the relevant reference number, to: MISA-DM-MIPMIS-10@misa.gov.za