

**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. 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 at different levels of proficiency of the posts. Shortlisted candidates could be expected to complete management competency assessments.*

**CLOSING DATE**

: 02 February 2026

**NOTE**

: Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at [www.dpsa.gov.za/](http://www.dpsa.gov.za/) "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified qualifications, only shortlisted candidates will submit proof of permanent residence. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for all posts will be subjected to (1) a technical/practical exercise; (2) integrity assessment (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification; and for SMS posts (4) verification a generic managerial competency assessment and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interest declaration within one month of appointment and annually thereafter. The department reserves the right not to fill the post(s). Note for SMS posts - prior to appointment, a candidate will be required to complete the Nyukela Programme, a pre-entry certificate to Senior Management Services is an online course offered by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. For Professional Engineers posts, please indicate province of preference. Applications Enquiries: Ms Zipho Thete & Nommiselo Mtini Tel: 012 848 5308/5401/ 5305 / 5305 / To The T Recruitment: 067 391 7387

**MANAGEMENT ECHELON****POST 01/63**: **DEPUTY DIRECTOR-GENERAL: TECHNICAL SUPPORT SERVICES (TSS)**  
**REF NO: MISA/DDG-TSS/01****SALARY**

: R1 813 182 per annum (Level 15), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion that may be structure according to the personal needs within a framework.

**CENTRE**

: MISA Head Office - Centurion

**REQUIREMENTS**

: An appropriate Degree in Finance, Built Environment- Engineering, Law, Public Administration/Management or equivalent relevant qualification at NQF level 8 as recognised by SAQA with 8 extensive years' experience at senior managerial level. 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: Infrastructure Planning and programme and project management. Municipal infrastructure planning process. Comprehensive infrastructure plans. Spatial planning and Provincial Growth and Development Strategies. Local socio-economic infrastructure. Construction Industry.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Oversee the provision of technical support and capabilities to enhance the delivery of municipal infrastructure programmes. Coordinate the provision of technical support and assistance to municipalities in conducting infrastructure assessment and analysis. Coordinate the provision of technical support and expertise to municipal infrastructure delivery, planning, maintenance and land use management services with relevant stakeholders. Coordinate the development of technical skills to support the delivery of municipal infrastructure programmes.
<b><u>ENQUIRIES</u></b>	:	Ms Kenosi Mathole & Mr Josephat Makuba Tel No: (012) 848 5382/5367 / To The T Recruitment at 067 391 7387
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to <a href="mailto:misa4@tttrecruitment.co.za">misa4@tttrecruitment.co.za</a>
<b><u>POST 01/64</u></b>		<b><u>DEPUTY DIRECTOR GENERAL: INFRASTRUCTURE DELIVERY MANAGEMENT SUPPORT SERVICES (IDMSS) REF NO: MISA/DDG-IDMSS/02</u></b>
<b><u>SALARY</u></b>		R1 813 182 per annum (Level 15), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion that may be structure according to the personal needs within a framework.
<b><u>CENTRE REQUIREMENTS</u></b>	:	MISA Head Office, Centurion
	:	An appropriate Degree in Built Environment- Engineering, Law, Public Administration/Management, Finance or equivalent relevant qualification at NQF level 8 as recognised by SAQA with 8 years' extensive experience at senior management level. 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: Government and private sector infrastructure development approaches; Public Private Partnership and other alternative Infrastructure Delivery Models. Stakeholder Management; Infrastructure Procurement and Contract Management, and Infrastructure Financing.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Oversee the provision of infrastructure management support on projects, operations and maintenance of municipal infrastructure; provide infrastructure programme coordination; Coordinate the development and implementation of the National Framework for contracting municipal infrastructure services and Facilitate processes to support innovation and source funding (e.g. grants, donor funds, loans, PPP, etc.) for infrastructure development.
<b><u>ENQUIRIES</u></b>	:	Ms Kenosi Mathole & Mr Josephat Makuba Tel No: (012) 848 5382/5367 / To The T Recruitment at 067 391 7387
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to <a href="mailto:misa5@tttrecruitment.co.za">misa5@tttrecruitment.co.za</a>
<b><u>POST 01/65</u></b>	:	<b><u>PROVINCIAL MANAGER LIMPOPO AND EASTERN CAPE REF NO: MISA/PM/05 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13)
<b><u>CENTRE</u></b>	:	Limpopo – Polokwane & Eastern Cape – East London
<b><u>REQUIREMENTS</u></b>	:	An appropriate BTech or Degree in Built Environment, Engineering or equivalent relevant qualification at NQF level 7as recognised by SAQA with five (5) years' work experience in middle/senior managerial level in a related field and exposure in Local Government. 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to <a href="mailto:misa8@tttreruitment.co.za">misa8@tttreruitment.co.za</a>
<b><u>POST 01/66</u></b>		<b><u>DIRECTOR: KNOWLEDGE &amp; INFORMATION MANAGEMENT REF NO: MISA/D-KIM/06</u></b>
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion that may be structure according to the personal needs within a framework.
<b><u>CENTRE REQUIREMENTS</u></b>	:	MISA Head Office - Centurion
	:	An appropriate BTech or Degree in Information Systems /Information Systems/ Strategic Communications Management or equivalent relevant qualification at NQF level 7 as recognised by SAQA with five (5) years' experience at middle/senior management level. A relevant postgraduate qualification in Information Management will be an added advantage. Core Competencies: Applied Strategic Thinking. Problem Solving and Decision making. Planning and organising. Interpersonal relations. Team management. Project 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: Reporting Processes and Systems. Presentation and Writing skills. People management. Diversity management.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties. Develop and implement an Information and knowledge management plans. Promote knowledge capture and reuse through operational and business processes. Monitor the usage to ensure compliance with Security policies and POPI. Collaborate with management and the IT department to improve security. Perform evaluation / tests to find any flaws. Provide knowledge training and best practices for information management.
<b><u>ENQUIRIES</u></b>	:	Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to <a href="mailto:misa9@tttreruitment.co.za">misa9@tttreruitment.co.za</a>
<b><u>POST 01/67</u></b>	:	<b><u>DIRECTOR: FRAMEWORK CONTRACTS &amp; INFRASTRUCTURE PROCUREMENT REF NO: MISA/D-FC-IP/07</u></b>
<b><u>SALARY</u></b>	:	R1 266 714 per annum (Level 13), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion that may be structure according to the personal needs within a framework.
<b><u>CENTRE REQUIREMENTS</u></b>	:	MISA Head Office - Centurion
	:	An appropriate BTech or Degree in Built Environment or equivalent relevant qualification at NQF level 7 as recognised by SAQA with a minimum of five (5) years' experience at middle/senior managerial level, of which a minimum of three (3) is in the public sector. A relevant postgraduate qualification in the Built Environment will be an added advantage. Core Competencies: Strategic Capacity and Leadership. People Management and Empowerment. Stakeholder Management. 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: Contract Management. Technical and Professional, legal and operational compliance. Built Environment and Professional judgement. Knowledge of Supply Chain Management and infrastructure procurement. Government systems and structures, knowledge of the Infrastructure Delivery Management System (IDMS) will be an added advantage. Cooperative governance systems and legislation. Local government transformation. Knowledge of local government socio-economic infrastructure.

**DUTIES** : The successful candidate will perform the following duties. Responsible for the development of the strategic approach in supporting municipalities in the value chain of infrastructure procurement. Support the institutionalisation of Local Government Framework for Infrastructure Delivery and Procurement Management and Local Government Infrastructure Delivery Management System. Conduct monitoring and evaluation of the impact of the work of the Chief Directorate: - Track the expenditure of the municipalities on infrastructure projects; Monitors the progress on interventions by the unit; Conduct an assessment on the institutionalisation of the LG IDMS and MFMA Circular 106; Compile and consolidate the report of the Chief Directorate. Progress tracking and reporting to the Chief Director; Development of reporting templates; Collaborate with MISA Provincial Programme Manager on planned support and follow-up on meeting schedules and lead the development of the SOPs within the unit.

**ENQUIRIES** : Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387

**APPLICATIONS** : Please forward your application, quoting the relevant reference number, to [misa10@tttrecruitment.co.za](mailto:misa10@tttrecruitment.co.za)

**POST 01/68** : **DIRECTOR: INFRASTRUCTURE ASSESSMENT AND ANALYSIS REF NO: MISA/D-IAA/20**

**SALARY** : R1 266 714 per annum  
**CENTRE** : MISA Head Office, Centurion  
**REQUIREMENTS** : An appropriate BTech/ Degree in Built Environment (BSc Eng/BTech in Civil Engineering) or equivalent relevant qualification at NQF 7 as recognised by SAQA with 5 years' experience at middle/ senior managerial level in a related field and exposure in Local Government. 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 5401/5308/ 5305 / To The T Recruitment at 067 391 7387

**APPLICATIONS** : Please forward your application, quoting the relevant reference number, to [misa11@tttrecruitment.co.za](mailto:misa11@tttrecruitment.co.za)

## OTHER POSTS

**POST 01/69** : **DEPUTY DIRECTOR: KNOWLEDGE & INFORMATION MANAGEMENT**  
**REF NO: MISA/DD- KIM/08**

**SALARY** : R896 436 per annum (Level 11)  
**CENTRE** : MISA Head Office - Centurion  
**REQUIREMENTS** : An appropriate National Diploma or Degree in Information Management/ Information Systems/Strategic Communications Management or equivalent qualification at NQF 6 as recognized by SAQA. A relevant postgraduate qualification in Information Management will be an added advantage. A minimum of 3-5 years' relevant experience in the field, preferably in the public sector, and at least two years' supervisory experience at Assistant Director level. Core Competencies: Analyse and present information. Problem Solving and Decision making. Planning and organising. Interpersonal relations and Communication. Process Competencies: Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills.

**DUTIES** : The successful candidate will perform the following duties: The successful candidate will perform the following duties: Implement effective knowledge and information management services in all offices of the branch. Support the development and implementation of strategies, tools and guidelines. Promote and monitor the use of knowledge and information management tools and assets. Maintain solutions that promote knowledge sharing and platforms that assist in informed decision making. Maintain knowledge bases, webpages and the electronic document management system and ensure controlled access and security to sensitive information and documents. Ensure compliance to guidelines and procedures and liaise with internal and external stakeholders to promote the culture of organisational learning, innovation and collaboration. Evaluate the value of knowledge management initiatives and produce reports and research briefings related to knowledge and information activities and projects. Provide functional support for quality reporting for the branch.

**ENQUIRIES** : Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387

**APPLICATIONS** : Please forward your application, quoting the relevant reference number, to [misa12@tttreruitment.co.za](mailto:misa12@tttreruitment.co.za)

**POST 01/70** : **DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: MISA/DD-SP/09**

**SALARY** : R896 436 per annum (Level 11)  
**CENTRE** : MISA Head Office - Centurion  
**REQUIREMENTS** : An appropriate National Diploma or Degree in, Social Science, Monitoring and Evaluation, Developmental studies, Finance and Public Administration or equivalent qualification at NQF 6 as recognized by SAQA. A relevant postgraduate qualification in Strategic Planning and Management will be an added advantage. A minimum of 3-5 years' relevant experience in the field, preferably in the public sector, and at least two years' supervisory experience at Assistant Director level. Core Competencies: Diversity Management. Communication and Information Management. Human Resource Practices. Project Management. Developing others. Problem-solving and Decision Making. Process Competencies: Applied Strategic Thinking. Policy formulation. Organizational Strategy. Team Leadership. Constitutional, legal and institutional arrangements. Technical competencies: In depth knowledge and understanding of Government Planning and Reporting Processes and Systems. Presentation and Writing skills. People management. Diversity management. Legal and institutional arrangements.

**DUTIES** : The successful candidate will perform the following duties: The successful candidate will perform the following duties: Coordinate strategic and operational planning processes of the department. Support the development of process plan for annual performance planning process. Facilitate the development of technical indicator descriptions in consultation with programme and sub-programme managers. Facilitate the processes leading to an agreement of Portfolio of Evidence for each KPI in the APP. Support the process to develop the Department's Service Standard and Operational Plan for each financial year. Provide support in the alignment of the APP to the budget.

<b><u>ENQUIRIES</u></b>	:	Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to <a href="mailto:misa13@tttrecruitment.co.za">misa13@tttrecruitment.co.za</a>
<b><u>POST 01/71</u></b>	:	<b><u>DEPUTY DIRECTOR: ORGANISATIONAL EFFECTIVENESS &amp; LABOUR RELATIONS REF NO: MISA/DD-OE-LR/10</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11)
<b><u>CENTRE</u></b>	:	MISA Head Office - Centurion
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma/ Degree in Organisational Development/ Management Services or equivalent qualification at NQF level 6 as recognised by SAQA. Minimum of 3-5 years relevant experience of which at least 3-years should be experience at Assistant Director Level performing organisational development and Labour Relations Core competencies: Applied Strategic Thinking Problem Solving and Decision making. Planning and organising. Interpersonal relations. Team management. Project Management. Core Competencies: Knowledge management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and customer Focus. Communication. Technical competencies: In depth knowledge and understanding of Government Planning and Reporting Processes and Systems. Public Services Act. Public Service Regulations, 2016. Labour Relation Act. Basic Conditions of Employment Act. Human Resource Frameworks. Policy analysis and development. Organisational design and development. Presentation and Writing skills.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Monitor and coordinate and the development and maintenance of departmental organogram/ s and Manage PERSAL Staff Establishment. Ensure PERSAL information integrity. Ensure the development of job descriptions and provide advice thereon. Manage the provision of process mapping and standard operating procedure (SOP) services. Manage job evaluation processes. Guide and manage the misconduct and disciplinary processes. Manage and facilitate grievance processes. Manage the appeals processes. Represent the employer in Chamber, Council and CCMA labour matters. Manage collective bargaining processes matters.
<b><u>ENQUIRIES</u></b>	:	Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to <a href="mailto:misa14@tttrecruitment.co.za">misa14@tttrecruitment.co.za</a>
<b><u>POST 01/72</u></b>	:	<b><u>DEPUTY DIRECTOR: CAPACITY BUILDING REF NO: MISA/DD-CB/11</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11)
<b><u>CENTRE</u></b>	:	MISA Head Office - Centurion
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma/ Degree in Human Resource Management/ Development or equivalent qualification at NQF level 6 as recognised by SAQA. Minimum of 3-5 years relevant experience of which at least 3-years should be experience at Assistant Director Level performing capacity building management and/or stakeholder coordination. Understanding of the local government environment as well as training and development will be added advantages. Core competencies: Applied Strategic Thinking. Problem Solving and Decision making. Planning and organising. Interpersonal relations. Team management and conflict resolution. Project Management. Technical competencies: In-depth knowledge and understanding of Government Planning and Reporting Processes and Systems. Presentation and Writing skills. People management. Diversity management. Legal and institutional arrangements.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Develop policies and implement action plan strategies for capacity building training and development programmes. Coordinate capacity building training for learners and municipal staff. Facilitate the rollout of capacity building programmes aimed at strengthening the capacity of local government to plan, deliver, operate and maintain infrastructure.
<b><u>ENQUIRIES</u></b>	:	Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to <a href="mailto:misa15@tttrecruitment.co.za">misa15@tttrecruitment.co.za</a>

<b><u>POST 01/73</u></b>	:	<b><u>DEPUTY DIRECTOR: SECURITY AND FACILITIES MANAGEMENT REF NO: MISA/DD-SFM/12</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11)
<b><u>CENTRE</u></b>	:	MISA Head Office - Centurion
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma/ Degree in Public Management/ Security Management/ Office management or equivalent qualification at NQF level 6 as recognised by SAQA. Minimum of 3-5 years relevant experience of which at least 3-years should be experience at Assistant Director Level performing Security and Facilities Management. Core competencies: Applied Strategic Thinking. Problem Solving and Decision making. Planning and organising. Interpersonal relations. Team management and conflict resolution. Project Management. Technical competencies: In depth knowledge and understanding of Public Finance and Management Act and Public Service Regulations, Minimum Information Security Standards (MISS), Contract and Property Management. Occupational Health and Safety Act.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Develop and implement security and facilities management policies, systems and procedures. Manage the security services in the organisation including access control, supervision of the security company, vetting and designation of security zones. Monitor physical security measures in line with the Minimum Information Security Standards (MISS). Manage the provisions of adequate facilities, including transport, office space, building maintenance, travel contract, cleaning services and refreshments in the organisation.
<b><u>ENQUIRIES</u></b>	:	Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To the T Recruitment at 067 391 7387
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to <a href="mailto:misa16@tttreruitment.co.za">misa16@tttreruitment.co.za</a>
<b><u>POST 01/74</u></b>	:	<b><u>ASSISTANT PROVINCIAL MANAGER REF NO: MISA/APM/13 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Northern Cape – Kimberley, Eastern Cape – East London & Free State - Bloemfontein
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma or Degree in Built Environment or equivalent relevant qualification at NQF level 6 as recognised by SAQA with 3-5 years' experience in the relevant field and exposure in Local Government of which 3 years 'should be experience at Assistant Director 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to <a href="mailto:misa17@tttreruitment.co.za">misa17@tttreruitment.co.za</a>
<b><u>POST 01/75</u></b>	:	<b><u>PROFESSIONAL ENGINEERS (CIVIL) REF NO: MISA/PE-CIV/03 (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R879 342 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Limpopo – Sekhukhune Mpumalanga – Ermelo Northern Cape-Kimberley

	North West - Vryburg (X2 Posts)
	Free State - Bloemfontein
<b><u>REQUIREMENTS</u></b>	: An appropriate Degree in Civil Engineering (B Eng/ BSc Eng) or equivalent relevant qualification at NQF level 7 as recognised by SAQA with three (3) years post-qualification experience in Civil Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. 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.
<b><u>DUTIES</u></b>	: 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.
<b><u>ENQUIRIES</u></b>	: Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387
<b><u>APPLICATIONS</u></b>	: Please forward your application, quoting the relevant reference number, to <a href="mailto:misa6@tttreruitment.co.za">misa6@tttreruitment.co.za</a>
<b><u>POST 01/76</u></b>	: <b><u>PROFESSIONAL ENGINEER: ELECTRICAL REF NO: MISA/PE-ELC/04 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R795 147 per annum, (OSD), total cost package : Eastern Cape- Gqeberha & Limpopo- Waterberg : An appropriate Degree in Electrical Engineering (B Eng/ BSc Eng) or equivalent relevant qualification at NQF level 7 as recognised by SAQA with three (3) years' post-qualification experience in Electrical Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. 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.
<b><u>DUTIES</u></b>	: 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.
<b><u>ENQUIRIES</u></b>	: Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387
<b><u>APPLICATIONS</u></b>	: Please forward your application, quoting the relevant reference number, to <a href="mailto:misa7@tttreruitment.co.za">misa7@tttreruitment.co.za</a>



<b><u>POST 01/77</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: MISA/ASD-IC/14</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	MISA Head Office - Centurion
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma or Degree Auditing/Accounting/ Internal Audit/ Risk Management or equivalent relevant qualification at NQF 6 as recognised by SAQA. Minimum 3-5 years' experience of which 2 years should supervisory level in the risk and audit management field. Registration as a Certified Internal Auditor will be an added advantage. Core Competencies: People Management and Empowerment. Programme and Project Management. Risk Management and Internal Control. Change Management. Technical Competencies: Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, General Recognized Accounting Practices (GRAP) and Pastel, VIP & PERSAL. Policy Development. Statistical and Qualitative analysis. Advanced computer proficiency in MS Office. General Ledger reconciliation and analysis. Research and/or audit report writing.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Develop, implement and maintain internal control monitoring and evaluation mechanisms. Monitor the performance of internal control activities in compliance with relevant legislations, policies, regulations, framework, standards, guidelines, procedure manuals and delegations of authority. Conduct internal control, financial and related system (e.g., Pastel, VIP, PERSAL and supplier Database) inspections to identify ineffective internal controls in the department. Identify potential financial risks (inclusive of fraud risks) and facilitate management action to mitigate the identified risks. Coordinate the assurance processes (e.g. response to external and internal auditor's queries, management responses) and facilitate the developmental and the implementation of departmental action plans to address the identified control deficiencies. Develop, implement and maintain a financial information retention/ repository system. Review supplier invoices for completeness and compliance. Monitor implementation of all applicable rules and regulations. Develop and maintain formal process for dealing with irregular, unauthorized, fruitless and wasteful expenditure. Conduct assessment and investigation on reported cases of irregular, fruitless and wasteful expenditure.
<b><u>ENQUIRIES</u></b>	:	Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to <a href="mailto:misa18@tttrecruitment.co.za">misa18@tttrecruitment.co.za</a>
<b><u>POST 01/78</u></b>	:	<b><u>DATA TECHNICIAN (ASD LEVEL) REF NO: MISA/DT-ITC/15</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	MISA Head Office - Centurion
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3 years' National Diploma or Degree in Information Technology/Computer Science or equivalent qualification at NQF level 6 as recognised by SAQA. Minimum 3-5 years' experience of which 2 years should supervisory level in Information Technology, SQL database environment, and applications development/enhancement using Visual Basic and .Net Framework programming language. General Competencies: Applied Strategic Thinking, Problem Solving and Decision Making, Project Management, Developing others, Team leadership, Diversity Management, Communication and Information Management. Technical competencies: In depth knowledge and understanding of: Maintenance and administration of websites, SQL Server; Data Migration Management; Installation and configuring MySQL using Xampp technology; Backup on the database. Ensuring and application of systems security measures.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Manage MISA business applications and websites. Provide maintenance and support for bespoke and COTS systems. Estimate database capabilities and development methods for maintenance of database; Review and make recommendations for the current database environments; Design and create new tables and database; Maintain SQL-based reports and combining data from multiple data sources.
<b><u>ENQUIRIES</u></b>	:	Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387

<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to <a href="mailto:misa19@tttreruitment.co.za">misa19@tttreruitment.co.za</a>
<b><u>POST 01/79</u></b>	:	<b><u>COMMUNICATIONS OFFICER REF NO: MISA/CMS: COMMS/16</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	MISA Head Office, Centurion
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma or Degree in Communications, Public Relations, Media Studies, Journalism or equivalent qualification as recognised by SAQA. 1- 2 years working experience in Communications, Media, or Public Relations environment within the public sector. A valid Code 8/10 drivers' licence is essential. Generic competencies: Applied Strategic Thinking. Problem Solving and Decision making. Project Management. Planning and organising. Developing others. Team management and conflict resolution. Diversity Management. Interpersonal relations. Communication and Information Management. Technical competencies: Excellent verbal and written communication skills. In-depth understanding of Government communication frameworks and public service prescripts. Knowledge of marketing, branding, and public relations principles. Proficiency in managing social media platforms and digital content. Understanding of corporate identity and branding within the public sector. Editing, proofreading, and multimedia production knowledge. Ability to work under pressure and meet tight deadlines. Willingness to work overtime.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Develop and implement internal and external communication strategies and media plans. Write, edit, and proofread content for departmental publications. Facilitate the procurement and quality control of marketing and promotional collateral. Establish and maintain good relations with the media. Organize departmental events, awareness campaigns, and public participation programmes. Provide multimedia and photographic services. Maintain and update MISA's online presence and social media platforms. Ensure compliance with government communication and corporate identity guidelines. Willingness to travel extensively.
<b><u>ENQUIRIES</u></b>	:	Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to <a href="mailto:misa20@tttreruitment.co.za">misa20@tttreruitment.co.za</a>
<b><u>POST 01/80</u></b>	:	<b><u>BID ADMINISTRATOR REF NO: MISA/SCM/BA/17</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	MISA Head Office, Centurion
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma or Degree in Supply Chain Management/Finance/Commerce/ Public Management or equivalent qualification as recognised by SAQA. 1- 2 years working experience in Supply Chain Management/ Procurement. Core and Process Competencies: Reliability. Time Management. Planning and Organising, Communication (Verbal & Written) Interpersonal Relations. Teamwork. Client Orientation and Customer Focus. Problem Solving, and Computer Literacy. Technical competencies: In depth knowledge and understanding of: Supply Chain Management processes. Treasury Regulations, PFMA, PPPFA and BBBEE. Tender and Contract Administration.
<b><u>DUTIES</u></b>	:	The successful candidate will perform the following duties: Source quotations for goods and services. Prepare purchase orders for approval. Perform Bid Administration functions including compiling Bid documents, advertising of Bids, administering closing of Bid box, accurate recording of bids received and rendering secretariat services to Bid Committees. Maintain efficient and effective filing of Bid documents. Maintain electronic and manual filing of requisitions received and purchase orders issued. Perform other related functions as directed by the Manager.
<b><u>ENQUIRIES</u></b>	:	Ms Zipho Thete & Nommiselo Mtini Tel No: (012) 848 5401/5308/ 5305 / To The T Recruitment at 067 391 7387
<b><u>APPLICATIONS</u></b>	:	Please forward your application, quoting the relevant reference number, to <a href="mailto:misa21@tttreruitment.co.za">misa21@tttreruitment.co.za</a>