

ANNEXURE K

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT (MISA)

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.

<u>APPLICATIONS</u>	:	Please forward your application, quoting the relevant reference number to: misa22@ttrecruitment.co.za
<u>CLOSING DATE</u>	:	23 February 2026
<u>NOTE</u>	:	MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria, and other Provinces.: Note For All Applications: 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/ "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). 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.

OTHER POST

<u>POST 04/115</u>	:	<u>LEGAL ADMINISTRATIVE OFFICER REF NO: MISA-LAO-18 (X1 POST)</u>
<u>SALARY</u>	:	R324 579 – R1 111 323 per annum, (OSD), Total cost package
<u>CENTRE</u>	:	MISA Head Office - Centurion
<u>REQUIREMENTS</u>	:	MR 3: LLB degree or equivalent relevant qualification plus 5 years post qualification experience in the legal profession. MR 4: LLB degree or equivalent relevant qualification plus 8 years post qualification experience in the legal profession. MR 5: LLB degree or equivalent relevant qualification plus 14 years post qualification experience in the legal profession. Must be admitted as attorney or advocate of the High Court. Minimum of five years' experience in the legal field. Experience in the public sector is an added advantage. Appointment to be made as per the OSD provisions. Process Competencies: Applied Strategic Thinking. Problem Solving & Decision Making. Project Management. Developing others. Team leadership. Diversity Management. Communication & Information Management Technical competencies: In depth knowledge and understanding of: Public Finance Management Act. Public Service Act. PSA Regulations 2016. Treasury Regulations, Procurement Regulations and Departmental Policies. Framework for Supply Chain Management. Tender and contract administration; Preferential Procurement Policy Framework Act.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Handling legal matters that impact on the work and including litigation support, drafting/vetting/editing contracts, SLAs, MOUs, debt collection. Serving on various committees/bodies. Rendering legal advice on a wide range of areas

ENQUIRIES

: including procurement, labour legislative, contract and policy advice, interpretation of legislation and policies and advice on the infrastructure procurement regulatory framework.
Ms Zipho Thete & Thato Noge Tel No: (012) 848 5308/5401/ 5305 / 5305 / To The T Recruitment at 067 391 7387