

EXTERNAL CIRCULATION

DIRECTORATE: CIVIL ENGINEERING SERVICES

POST DESIGNATION: MANAGER: PROJECTS (GRANT FUNDING) X2

FIXED TERM CONTRACT

REFERENCE: CIV2696090

Salary : R 843 079 – R 1 066 299 per annum T15 (Total Remuneration Package)

MINIMUM REQUIREMENTS:

- BEng or BSc Civil Engineering degree or BTech degree in Civil Engineering
- Applicants with a BEng or BSc Civil Engineering qualification, must have 8 years relevant experience post registration as a PrEng. ECSA registration certificate must be submitted
- Applicants with a BTech in Civil Engineering qualification, must have 8 years relevant post registration experience as a Pr Tech Eng. ECSA registration certificate must be submitted
- Code B Driver's license
- Computer Literacy: MS Office

COMPETENCIES:

- **Core Professional Competencies** - Planning, Organisational Awareness, Attention to Detail.
- **Functional Competencies** - Design, Project Management, Construction, Operations and Maintenance
- **Public Service Orientation Competencies** - Interpersonal Relationships, Service Delivery Orientation, Communication
- **Personal Competencies** - Action and Outcome Orientation, Resilience, Change readiness, Cognitive ability, Learning orientation, Accountability and Ethical Conduct
- **Management/Leadership Competencies** - Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring

KEY PERFORMANCE AREAS:

- Ensure that projects and infrastructure provision is carried out according to master plans, the IDP, Batho Pele Principles, and all applicable legislation and guidelines related to the provision of services
- Ensure that Consultants and Contractors conform to specific requirements prior to and during the project and contract implementation
- Ensure that projects are managed professionally and that all contractual requirements, organisation objectives and targeted outcomes are met and that projects are completed on time, within budget and to specification
- Ensure that Consultants and Contractors perform according to contractual requirements
- Ensure that the PMU Section is effectively managed and that all functional responsibilities are adequately addressed
- Ensure that activities, projects and assignments associated with civil engineering and related services for municipal developments are planned, implemented, monitored and successfully completed with deviations addressed and corrective measures introduced to curb non-conformance, poor quality and/or poor performance
- Ensure efficient financial estimating, planning, budget implementation and control and financial reporting within the Section
- Ensure that information, documentation and advice on relevant matters is available and communicated through the various mediums and promote technical developments and experiential training
- Ensure that accurate planning, project and operational information is maintained and

made available, and administrative requirements is effectively and professionally managed through the implementation of practices, procedures and policies

- Ensure job satisfaction and a high level of discipline and productivity of all divisional staff

SPECIAL CONDITIONS ATTACHED TO THE POST

- Must be able to communicate in at least two of the official languages of the Western Cape
- Must be willing to work overtime
- Must be willing to work in adverse weather conditions
- Must be willing to travel outside the municipal boundaries of George to attend meetings on behalf of Council
- Good understanding of risk management
- Good understanding of Health and Safety

ENQUIRIES: MS L MOOIMAN (044 - 801 9353)

INSTRUCTIONS TO APPLICANTS

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable. Applications must be submitted **electronically** preferably as one PDF document to recruitment@george.gov.za. Application forms can be obtained from the Municipal website, www.george.gov.za and must reach the Human Resource Department on or before **04 August 2023** at 12:00pm. **Applicants must clearly state the reference number and position title in the subject line of the email. Applicants are required to complete application form in full.**

Only electronic applications will be accepted.

Disqualification:

Please note that the following will lead to disqualification:

- Non-submission of required documents or submission of fraudulent documents.
- Canvassing of Councillors and/or officials.
- Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: 04 August 2023