



## PRINCE ALBERT MUNISIPALITEIT

PRIVAT BAG X53  
PRINCE ALBERT, 6930

### NOTICE NO. 144/2022

**DIRECTORATE TECHNICAL SERVICES**

**SECTION: CIVIL SERVICES**

**VACANCY: TECHNICIAN CIVIL SERVICES**

**WC052 – 1.7.1.2**

### EXTERNAL VACANCY

*Written application on the prescribed application form are hereby awaited from suitably qualified and experienced candidates for appointment as a:*

### TECHNICIAN CIVIL SERVICES (PMU)

**(Applicants who previously applied do not have to apply again).**

#### MINIMUM REQUIREMENTS

- Grade 12
- A relevant National Diploma in Civil Engineering, Quantity Surveying, Project Management or equivalent NQF Level 6 qualification;
- Basic training in AutoCAD drawing software, AutoCAD Civil 3D or similar engineering design software) and ArcView (GIS);
- Proficient in at least two (2) of the three (3) official languages of the Western Cape
- Computer literate (MS Office applications);
- Working knowledge of Local Government prescripts as it relates to powers and functions of the PMU Manager;
- 3 - 5 years' relevant
- Valid Code EB/C1 Drivers License
- Physically fit and able bodied;
- Must be willing to work overtime/attend meetings after normal office hours when required.
- No criminal record

#### COMPETENCIES REQUIRED

##### CORE PROFESSIONAL COMPETENCIES

- Analyses information to support feasibility study; and
- Assists with preliminary designs on planned projects and seeks approval for analysis and solutions and determines estimates for planning of projects.
- Contributes to the analyses costs and financial implications;
- Contributes to the assessment of condition and expected useful life of assets; and
- Updates and maintains components of the asset management plan and asset register.
- Understands and is able to communicate the municipality's priorities and goals;
- Knowledge of municipality's policies and procedures;
- Understands and applies the regulatory framework applicable to local government within specific functional area; and
- Knowledge of the issues impacting service delivery.

- Checks work of subordinates for errors and omissions before submission;
- Ensures all details of a
- task are accomplished; and
- Checks against standards and regulations.

### **FUNCTIONAL COMPETENCIES**

- Contributes to the design of infrastructure and processes under supervision;
- Considers operational efficiency, cost effectiveness, environmental impacts and sustainability and seeks approval;
- Contributes to the compilation of engineering drawings;
- Determines and develops specifications and makes recommendations for approval; and
- Contributes to tender and contract documents.
- Contributes to the management of internal projects to agreed standards;
- Develops project schedules and milestones;
- Identifies resources to achieve the project objectives for the engineer's approval;
- Prioritizes activities to ensure that project is completed within schedule; and
- Able to complete project within budget.
- Knowledge of construction and maintenance processes;
- Participates in the mitigation of health, safety and environmental risks;
- Participates in the management of quality and risk;
- Participates in the monitoring of time / quality / cost;
- Manages the construction of internal and small projects; and
- Facilitates compilation of Terms of Reference for small projects.

### **PUBLIC SERVICE ORIENTATION COMPETENCIES**

- Relates to people at all levels of the organisation;
- Shows confidence in engagement with internal and external stakeholders;
- Encourages and considers inputs of others.
- Commitment to excellence; and
- Keeps commitments and promises in undertaking tasks and meeting deadlines and
- Professional in interaction with general public and stakeholders.
- Organises and presents own perspective in logical manner;
- Adapts communication contents to the audience;
- Uses terminology appropriate to the audience; and
- Structures written documents in a logical framework.

### **PERSONAL COMPETENCIES**

- Enthusiastic in managing new projects;
- Take up new challenges;
- Pushes others to meet deadlines;
- Maintain and develop contact with others.
- Stays calm and focussed under pressure;
- Responds constructively to adverse situations and has calming influence on others; and
- Continues to attempt to improve, despite setbacks or other constraints.
- Open to new ideas and ways of doing things;
- Shows a willingness to learn;
- Copes effectively with change; and
- Looks for better ways of doing things.
- Demonstrates logical, consequential thinking; and
- Develops new ways to solve problems.
- Understands own strengths and weaknesses and takes action to close knowledge / skills gap; and

- Learns from experience – does not repeat mistake.
- Reports fraud, corruption, nepotism and maladministration;
- Honours the confidentiality of matters and does not use it for personal gain or the gain of others;
- Shares information openly, whilst respecting the principle of confidentiality; and
- Develops and applies self-corrective measures.

### **MANAGEMENT / LEADERSHIP COMPETENCIES**

- Makes positive impact and comes across as confident professional;
- Commands respect from peers and managers.
- Shows initiative and confidence in dealing with others;
- Able to work in a multidisciplinary team; and
- Shares information and collaborates easily with others.
- Has a clear sense of his / her own and team goals;
- Sets out work for others in a well-planned and organised manner.
- Diagnoses performance issues and determines appropriate developmental intervention to suit the individuals learning style;
- Sets challenging tasks that stretch individual's abilities and selfconfidence;
- Recognises the need for and provides individuals with guidance on how to handle new or difficult situations; and
- Coaches individuals on matters of ethics and professional judgement.

### **FUNCTIONS & RESPONSIBILITIES**

- Assist the Manager with the planning, design, procurement, construction and handover phases of all capital and planned maintenance projects related to civil engineering infrastructure
- Assist with planning, design and implementation of all capital and planned maintenance projects related to civil engineering infrastructure
- Assist the Manager to formulate, coordinate, manage and administer the planning and implementation programme of all capital and planned maintenance projects related to civil engineering infrastructure
- Assist the Manager to formulate, coordinate, manage and administer the cost of planning, designing, procuring and implementation of all capital and planned maintenance projects related to civil engineering infrastructure
- Assist the Manager to formulate, coordinate, manage and administer the quality input and output requirements of all capital and planned maintenance projects related to civil engineering infrastructure
- Assist the Manager to formulate, coordinate, manage and administer the implementation of procurement processes and documentation required for all capital and planned maintenance projects related to civil engineering infrastructure
- Assist the Manager to coordinate, manage and administer the construction of all capital and planned maintenance projects related to civil engineering infrastructure
- Assist the Manager to formulate, coordinate, manage and administer risk mitigation strategies of all capital and planned maintenance projects related to civil engineering infrastructure
- Assist the Manager to formulate, coordinate, manage and administer an effective project communication strategy for all capital and planned maintenance projects related to civil engineering infrastructure
- Assist the Manager to perform specific administrative tasks/ activities associated with the updating and maintaining of records / information of work-in-progress and completed works
- Assessing outcomes contained in reports & studies reflecting community needs
- Backlogs study & key development needs in the IDP and strategic sectoral plans

- Make reports of assessment available & identify specific projects with MIG& EPWP framework
- Prepare preliminary design proposals to represent proposed interventions
- Seek information & compile schedules, bills of quantities, tender documentation & advertisement notices.
- Co-ordinates and control tasks associated with implementation of procedures, monitoring contractors/teams to comply with standards and specifications re maintenance work & projects and personnel.
- Perform any other duty as instructed by the immediate supervisor.
- Applying specific sequences associated with initiating and completing electronics back-up of accounting information and/or referencing source documentation, reports and/or instructions to facilitate retrieval.

**SALARY : T12 – R 333 608, 28 per annum (R 27 800, 69 pm)**

**STATUS OF POSITION : TWO YEAR FIXED-TERM CONTRACT**

**CLOSING DATE : FRIDAY 2 SEPTEMBER 2022 AT 15:00**

Application on the prescribed application form with certified copies of qualifications, curriculum vitae, identification document, drivers license and courses must be posted to: **Mr Abridon Sass – Human Resource Management Department**, 33 Church Street, Prince Albert, 6930, tel 023 541 1036 before or on **FRIDAY 2 SEPTEMBER 2022 at 15:00**.


Applicants are encouraged to submitted applications to [jobapplications@pamun.gov.za](mailto:jobapplications@pamun.gov.za)

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.

Queries can be directed to Mr. Abridon Sass at 023 541 1036 or [abridon@pamun.gov.za](mailto:abridon@pamun.gov.za).

Prince Albert Municipality is an equal employer and encourage persons with disabilities, persons from previously disadvantage groups and especially women to apply. The Municipality reserve the right to not make an appointment. Canvassing will lead to automatic disqualification. If you do not receive any feedback within 30 days after the closing date, applicants may assume that their applications were unsuccessful.

**If you have not received any correspondence regarding your application within 30 days after the closing date of the Municipality, you can accept that your application was unsuccessful.**

<p><b>PRINS ALBERT MUNISIPALITEIT</b>  <b>Private Bag X53,</b>  <b>PRINS ALBERT</b>  <b>6930</b>  <b>e-pos:</b>  <b><a href="mailto:jobapplications@pamun.gov.za">jobapplications@pamun.gov.za</a></b>  <b>Tel. (023) 5411320</b>  <b>Faks. (023) 5411321</b></p>		 <p><b>ALDRICK HENDRICKS</b>  <b>ACTING MUNICIPAL MANAGER</b>  <b>22 AUGUST 2022</b></p>
---	---	---