

# *éDumbe Municipality*

10 Hoog Street  
Private Bag X308  
PAULPIETERSBURG 3180



☎ : (034) 995 1650  
Fax : (034) 995 1192  
edumbekz261@mweb.co.za

---

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

---

**Date:** 19 September 2018

**POST: PMU MANAGER**

**DEPT: INFRASTRUCTURE AND PLANNING**

**REF NO: EDUMP-06/2017/18**

**REMUNERATION IS TASK GRADE 17: (R 534 822.93 – R 694247.09 PER ANNUM) OF CATEGORY 1 LOCAL MUNICIPALITY PLUS NORMAL FRINGE BENEFITS APPLICABLE TO LOCAL GOVERNMENT**

**MINIMUM REQUIREMENTS:**

- Grade 12 (Matric)
- B-Degree in Engineering or B. Tech civil Engineering or equivalent 3-year tertiary qualification relevant NQF L6
- Registration with ECSA (engineering council of south Africa) or eligible to register within 3 months
- Project Management, MFMP / CPMD will be an added advantage
- 5 years working experience in PMU environment and 2 years must be supervisory experience in local government
- Computer literate (MSWord & Excel)
- Must have a valid South African drivers licence
- Ability to work under pressure

**Skills & Knowledge:**

- Coaching, Communication (verbal), Community liaison, Conflict handling, Decision making, Evaluation, Interviewing, Leadership, Negotiation, People orientation, Problem solving, Supervisory, Writing, Computer literate. Budgeting skills
- Good knowledge and understanding of relevant policies and legislation;
- Good knowledge and understanding of institutional government systems and performance management;
- Must have extensive knowledge of the public office environment;
- Must be able to formulate electrical engineering master planning, project management and implementation, MFMA, Finance

## **RESPONSIBILITIES:**

1. Manage and supervise all infrastructure projects by attending site meetings to check quality, design conformance and progress of the projects
2. Ensure that MIG and internal funds are economically spend on time within the required projects specifications to deliver the desired quality by means of PMU team
3. Project-manage the labour-intensive projects in line with the EPWP framework and the related reporting requirements
4. Develop and monitor systems, policies, procedures and processes for the Section
5. Prepares capital and operating estimates and controls expenditure against the approved budget
6. Manage performance of employees in the divisions by implementing Human Resources policies and procedures.
7. Perform other related duties as instructed by supervisor / superiors

éDumbe Municipality is committed to Employment Equity, therefore, in these appointment such factors will be taken into account. éDumbe Municipality is under no obligation to fill a post after the advertisement thereof. Correspondence will only be entered into with short listed candidates. If you have not heard from us within (one) 1 month of the closing date, please regard your application as unsuccessful. The council nevertheless appreciates the interest shown by applicant.

The applications accompanied by éDumbe Municipality Application form (to be obtained on the Municipal website), Application Letter, Curriculum Vitae, certified copies of Qualifications, copy of Identity Document, copy of drivers licence and details of three (3) references and must be addressed to the:

Municipal Manager  
éDumbe Municipality  
Private Bag x 308  
Paulpietersburg  
3180

or Hand delivered at the Municipal Building No: 10 Hoog Street, Paulpietersburg. Failure to attach all required documents will disqualify your application. Faxed, Z83 form and e-mailed applications will not be accepted. If you have not been contacted after 30 days of closing date of advertisement, please accept that your application was unsuccessful.

### **CLOSING DATE for applications: 09 October 2018**

Enquiries with regards to this post may be directed to Miss. N.G. Mbokazi (Acting: Human Resource Manager) on 034- 995 1650 during office hours. No late applications will be considered.

**Please note that the successful applicant will be required to submit original qualifications and consent to the verification of such qualification**

Yours faithfully

M.P. KHATHIDE  
MUNICIPAL MANAGER