



# Chief Albert Luthuli Municipality

The transparent, innovative and developmental municipality that improves the quality of life of its people

## OFFICES ALSO AT

Emanzana: +27 (0) 17 0011 530  
Elukwatini: +27 (0) 17 0011 540  
Ekulindeni: +27 (0) 17 0011 521  
Empuluzi: +27 (0) 17 0011 560  
Call Centre: +27 (0)17 004 0210

## HEAD OFFICE

P O Box 24 Carolina, 1185, Mpumalanga  
Telephone: +27 (0) 17 843 4000  
Fax: +27 (0) 17 843 4001  
E-mail: [mm@albertluthuli.gov.za](mailto:mm@albertluthuli.gov.za)  
Toll-Free: 080 001 4890

## EXTERNAL ADVERTISEMENT

DEPARTMENT: TECHNICAL SERVICES  
MANAGER: PROJECT MANAGEMENT UNIT

POST LEVEL: 3

SALARY SCALE: R 650 298.28

### QUALIFICATIONS AND REQUIREMENTS

- National Senior Certificate.
- Bachelor of Technology (NQF Level 7) as recognized by SAQA in Civil Engineering.
- Diploma in Project Management will be added advantage
- Five (5) years post qualification Engineering experience
- Registration with ECSA as a Candidate Civil Engineering Technologist
- Valid driver's license

### KEY PERFORMANCE AREAS

- Ensures that the MIG and other project implementation complies with relevant technical requirements.
- Co-ordinate all technical aspects of project managed by the Unit
- Provide technical experience/assistance in the management of Capital Programs and other projects feasibility studies.
- Provide technical inputs in the management of development of Capital Programs and other projects Business Plans.
- Give technical support to ensure that projects related capacity building and development objects are met.
- Provide technical support and evaluation of proposed Capital Programs and other projects for alignment with the municipal IDP and PGDS.
- Arrange and sit in the regular project progress meetings (PSC's) and conduct site visits.
- Facilitate community liaison linkage to ensure full community pacification in project's life cycle.
- Be able to fully utilize the Municipal Infrastructure Grant – Management Information System (MIG-MIS)
- Manage the compliance of Capital Programs and other projects with the Extended Public Works Programme (EPWP)
- Manage PMU staff and its outputs.

### CIVIL ENGINEERING TECHNICIANS X 2

POST LEVEL: 4

SALARY SCALE : R 416 771.86 - 427 208.28

### QUALIFICATIONS AND REQUIREMENTS

- National Senior Certificate
- National Diploma (NQF Level 6) as recognized by SAQA in Civil Engineering
- B-Tech in Civil Engineering will be added advantage.
- Three (3) years post qualification Engineering experience
- Registration with ECSA as a Candidate Civil Engineering Technician
- Valid driver's license

### KEY PERFORMANCE AREAS

- Ensure that projects implementation complies with relevant technical requirements
- Provide technical assistance in the management and development of both business plans and feasibility studies
- Do project management for all municipality projects
- Arrangement regular project evaluation progress meeting and conduct site visits.
- Ensure compliance with the labour-intensive requirements for projects in line with EPWP
- Support and assist with all the administrative duties as required by the technical services department

- Facilitate community liaison linkages to ensure full community participation in a project's life cycle
- Be able to basically utilize the Municipal Infrastructure Grant – Management Information System (MIG-MIS)

### DEPARTMENT: CORPORATE SERVICES

POSITION: MANAGER COMMUNICATIONS & MARKETING

POST LEVEL: 3

SALARY SCALE : R619 921.92

### QUALIFICATIONS AND REQUIREMENTS:

- Grade 12 certificate
- Degree in communications or any relevant equivalent qualification
- Postgraduate Degree/Diploma will be an added advantage
- Minimum Competency Levels
- A minimum of five (5) years' experience in the local government environment
- Good communication skills
- Interpersonal, analytical, and organisational skills
- Good management and leadership skills including stakeholder management
- Strong computer skills
- Valid Code 8 drivers' licence

### KEY PERFORMANCE AREAS

- Coordinate all Community and media liaison matters
- Develop, implement and maintain both internal and external public relations programmes.
- Respond to media inquiries and public relations needs
- Develop and maintain good relations with all media houses
- Establish a mechanism for the public to express their opinions, attend to inquiries and complaints.
- Evaluate and advise management on public opinions and perceptions with regards to municipal policies and activities
- Coordinate and assist with municipal campaigns as per need.
- Coordinate roadshows, Mayoral imbizo, etc.

### E-MAILED APPLICATIONS WILL NOT BE CONSIDERED

Applications must be submitted on the Chief Albert Luthuli Municipality's application form, which is obtainable in all the Chief Albert Luthuli's municipal offices or on the Chief Albert Luthuli's website that is [www.albertluthuli.gov.za](http://www.albertluthuli.gov.za), the application forms should be accompanied by updated and comprehensive CVs as well as recently ( **not older than 6 months**) certified copies of all qualifications and Identity document to: **The HR Manager, P.O.Box 24, Carolina, 1185**. Incomplete applications, emailed or those received after the closing date will not be considered. Due to the large number of applications anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application has been unsuccessful. We thank you for the interest shown in our municipality

**NB! ALL SHORTLISTED CANDIDATES WILL BE SUBJECTED TO VETTING, SCREENING AND REFERENCE CHECKS BY ACCREDITED SERVICE PROVIDERS AND HR PERSONNEL. CHIEF ALBERT LUTHULI MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF EQUAL EMPLOYMENT OPPORTUNITIES, AFFIRMATIVE ACTION, AND EMPLOYMENT EQUITY ACT AND IN THIS VEIN, APPROPRIATE QUALIFYING WOMEN, PEOPLE WITH DISABILITIES AND PEOPLE OF COLOUR ARE PARTICULARLY ENCOURAGED TO APPLY.**

**NB! THE MUNICIPAL COUNCIL RESERVES THE RIGHT TO APPOINT OR NOT TO APPOINT IN ANY ADVERTISED POSITION.**

ENQUIRIES: Mr MS NKOSI  
HR MANAGER  
TEL: 017 843 4000/4023

CLOSING DATE: 02 September 2022

MR ME THABETHE (Pr.Tech.Eng)  
MUNICIPAL MANAGER