



MOPANI

DISTRICT MUNICIPALITY



MOPANI DISTRICT MUNICIPALITY STRIVES TO MAINTAIN ITS STRATEGIC POSITION AS THE FOOD BASKET OF SOUTHERN AFRICA AND THE TOURIST DESTINATION OF CHOICE IN SOUTH AFRICA.

APPLICATIONS ARE INVITED FROM PERSONS WITH RELEVANT EXPERIENCE AND APPROPRIATE QUALIFICATIONS FOR THE FOLLOWING POSITIONS:

LEARNER TECHNICIANS (3 Posts).

Remuneration: As per the MIG Stipend.

Requirements: Grade 12, Minimum Diploma in Civil Engineering. Computer Literacy. Valid Driver's license. None experience. Preparedness to be subjected to security clearance.

Key responsibility: Site visits to monitor projects progress with service providers; Compiling of cost estimate for projects within the capital expenditure budget; Designing and compiling tender documents with scope of work and bill of quantities; Attending of tender evaluation meetings with different departments within the Municipality prior to appointment of service providers.

LEARNER ELECTRICAL TECHNICIAN.

Remuneration: As per the MIG Stipend.

Requirements: Grade 12, Minimum Diploma in Electrical Engineering. Computer Literacy. Valid Driver's license. None experience. Preparedness to be subjected to security clearance.

Key responsibility: Site visits to monitor projects progress with service providers; Compiling of cost estimate for projects within the capital expenditure budget; Designing and compiling tender documents with scope of work and bill of quantities; Attending of tender evaluation meetings with different departments within the Municipality prior to appointment of service providers.

LEARNER MECHANICAL TECHNICIAN.

Remuneration: As per the MIG Stipend.

Requirements: Grade 12, Minimum Diploma in Mechanical Engineering. Computer Literacy. Valid Driver's license. None experience. Preparedness to be subjected to security clearance.

Key responsibility: Site visits to monitor projects progress with service providers; Compiling of cost estimate for projects within the capital expenditure budget; Designing and compiling tender documents with scope of work and bill of quantities; Attending of tender evaluation meetings with different departments within the Municipality prior to appointment of service providers.

LEARNER MECHANICALTECHNICIAN.

Remuneration: As per the MIG Stipend.

Requirements: Grade 12, Minimum Diploma in Mechanical Engineering. Computer Literacy. Valid Driver's license. None experience. Preparedness to be subjected to security clearance.

Key responsibility: Site visits to monitor projects progress with service providers; Compiling of cost estimate for projects within the capital expenditure budget; Designing and compiling tender documents with scope of work and bill of quantities; Attending of tender evaluation meetings with different departments

within the Municipality prior to appointment of service providers.

ADMIN CLERKS (PMU) (2 posts).

Remuneration: R268 194.53 – R295 954.84 per annum plus 13th Cheque, housing subsidy, UIF, medical aid and pension benefits.

Requirements: Grade 12, National Diploma in Office Administration or equivalent qualification. Knowledge of MIG MIS. Computer Literacy. Valid Driver's license. At least 2 years' experience in Administration and preferably in Public Sector Reporting compliance, knowledge of Municipal procedure to be followed on project. Preparedness to be subjected to security clearance.

Key responsibility: Provide project administrative support, Assist with compiling annual project revenue budget when necessary; Applies for the allocation of vote numbers. Reporting on MIG MIS monthly/quarterly, Monitor, evaluate and manage all projects admin processes and etc.

MECHANICAL TECHNICIAN (PMU).

Remuneration: R388 879.73 – R429 209.50 per annum plus 13th Cheque, car allowance, housing subsidy, UIF, medical aid and pension benefits

Requirements: Grade 12, Diploma in Mechanical Engineering, At least 4 years' experience, Knowledge of Water and Sanitation and other related regulations Project Management and Designs Knowledge of JBCC, GCC, NFC and SANS. Computer literate; Valid Driver's License.

Key responsibility: Project planning and design – compiling business plans for new infrastructure; Compiling tender documents for RFP's Managing procurement process for the appointment of the Contractor; Present in Bid Specification and Evaluation Committee meetings; Attend and chair project meetings (meetings, site meetings and others) and etc.

EPWP COORDINATOR.

Remuneration: R388 879.73 – R429 209.50 per annum plus 13th Cheque, car allowance, housing subsidy, UIF, medical aid and pension benefits

Requirements: Grade 12, Minimum of Diploma in Civil Engineering or Related Project Management Degree. Knowledge of IRS system, Computer literate and Valid Driver's License. At least 4 years' experience, Knowledge of project management and other related regulations Project Management and Designs Knowledge of JBCC, GCC, NFC and SANS.

Key responsibility: Checking and verifying payments certificates, Inform NDPW about learnership programme and notify CETA about application of learnerships, Identify projects to be implemented under EPWP, Capacitate SMME's to execute EPWP within local communities, Monitoring of document design requirements for EPWP guidelines.

Enquiries: Mr Lebepe NG / Ms Mathebula T.M. @ Tel. 015-811 6300.

WOMEN AND PEOPLE WITH DISSABILITIES ARE ENCOURAGED TO APPLY.

Please forward your application **through the prescribed form (www.mopani.gov.za)** together with your comprehensive CV and recent certified copies of your qualifications and the identity document to:

The Municipal Manager, Mopani District Municipality, Private Bag x9687, GIYANI, 0826.
Z83 forms and fax applications will not be accepted.

CLOSING DATE: 04 AUGUST 2017 at 15h00.

PLEASE NOTE: Fraudulent qualifications or documentations will immediately disqualify any application. MDM reserves the right not to fill this post, should there be no suitable candidate identified.

Late submissions will be disqualified. Should you not receive any response within two (2) months after the closing date, regard your application as unsuccessful. Submission without certified copies of qualifications will not be considered.

Mr S.R, MONAKEDI
MUNICIPAL MANAGER