

Amahlathi Local Municipality



OFFICE OF THE MUNICIPAL MANAGER
12 Maclean Street
Private Bag X4002, Stutterheim, 4930
Tel: 043 683 5024 Fax: 043 683 1127
Website: www.amahlathi.gov.za

EXTERNAL ADVERTISEMENT **Notice No 10 /2025.**

The Amahlathi Local Municipality is a category B (Grade 3) Municipality established in terms of the Municipal Structure Act. It encompasses towns of Stutterheim, Cathcart, Keiskammahoek, Kei Road and a number of surrounding rural areas. The municipality is looking for high- calibre, trend-setting strategist who are visionary, inspirational, customer centred and suitably qualified to fill the following positions:

DIRECTORATE: ENGINEERING SERVICES DEPARTMENT **MANAGER: PROJECT MANAGEMENT UNIT** **[TASK Grade 16]**

[Salary Scale: R634 007.00 – R822 979.00 per annum excluding benefits]

MINIMUM REQUIREMENTS:

- Bachelor's Degree in Civil Engineering.
- A certificate in Project Management and professional registration with the Council of South Africa will be an added advantage.
- Minimum of 5 years' experience in the field of Project Management Unit in the municipal environment of which three years must be at supervisory level in a Local Government Technical / Engineering Services Department.
- Good Project Management Skills and Experience in the field of Engineering.
- Good analytic and interpersonal skills.
- Good Communication and staff management skills are essential.
- A valid Driver's License is a prerequisite.

AMAHLATHI LOCAL MUNICIPALITY
"Together for Prosperity"

KEY PERFORMANCE AREAS:

- Primarily responsible for the integration, co-ordination, project management and financially administering the Municipal Infrastructure Grant (MIG)
- Manage cash flows and committed project expenditure
- Verify payments certificates and preparation of monthly schedule documentation.
- Ensure project compliance and audits in respect of all applicable legislation, policies, conditions required by the different spheres of government.
- Manage project performance and cash flow reviews.
- Liaison with the Provincial and Senior Manager, Engineering Services as well as other line function departments through formal regular evaluation/ progress and adhoc reports as determined by applicable legislation or as may be required.
- Submission of monthly, quarterly, bi-annual, annual and adhoc reports as determined by the applicable legislation or as may be required.
- Responsible for management of the PMU team and their respective outputs.
- Technical support and evaluation of proposed projects in alignment with the respective municipal IPD's and the regional and provincial growth and development plans
- Manage labour intensive projects in line with the EPWP framework and the related reporting requirements
- Arrange regular projects progress meetings
- Ensure compliance with all legal aspects and conditions, required from the different spheres of Government.
- Assist with other related municipal infrastructure programmes
- Verify and reconcile quarterly transfers from national government.
- Compile all the financial reports (DORA)
- Audit compliance of all legal conditions, required from the different spheres of government
- Audit and administer the monthly claims and expenditure
- Compilation of Project Business Plans & Submission.

The Amahlathi Municipality is an equal opportunity employer and thus in terms of its approved Employment Equity Plan, persons from previously disadvantaged groups will be given preference Coloured male, African female/male.

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FRINGE BENEFITS

- Membership of Medical Aid, Pension, Provident or Retirement Fund.
- Annual Leave, in accordance with the standard leave regulations.
- 13th Cheque after completion of one year service.
- Housing Subsidy scheme subject to certain conditions.
- Study bursary and incentive scheme subject to certain conditions.

Interested persons should fill the application forms that are available at the Amahlathi Offices and website www.amahlathi.gov.za. The covering letter and detailed CV must be attached to the application forms together with certified copies of relevant certificates including ID, driver's License and submitted to: Amahlathi Local Municipality, Corporate Services Department, 14 Long Street, Stutterheim, or post applications to Private Bag X 4002, Stutterheim, 4930.


For enquiries, please contact **Ms T. Ndlamhlaba at (043) 285 0971**

Closing Date: **21 JULY 2025 @ 15h30**

Only short-listed candidates will be contacted and if you are not contacted within 30 days after the closing date, you may regard your application as unsuccessful. It must be noted that Amahlathi Local Municipality reserves the right to not appoint in this position.

NB: No faxed, e-mailed, incomplete and late applications will be considered. Canvassing with Councillors and whoever, is not permitted and proof thereof will result in disqualification.

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Dr. Z SHASHA
MUNICIPAL MANAGER