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**The MUNICIPAL INFRASTRUCTURE SUPPORT AGENT (MISA), is a government component within the Department of Cooperative Governance and Traditional Affairs.**

**MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria and other provinces**

**NOTE FOR ALL APPLICATIONS:** All applicants must be SA citizens/ permanent residents. Applications must be submitted on Z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with contactable references and certified copies of all qualifications, Identity Document (ID) not older than three months, including Drivers’ licence (where it is required). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and the evaluation certificate from SAQA must be attached. Failure to sign z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representativity in terms of race, gender and disability will receive preference.

Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.

Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification).

**Note:** all shortlisted candidates for Senior Management Service posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance.

**POST: DEPUTY DIRECTOR-GENERAL: TECHNICAL SUPPORT SERVICES**

**REF NO: HR/DDG/TSS/01**

**SALARY: R 1 521 591 – R 1 714 074 Total Cost Package per annum**

**CENTRE: MISA Head Office**

**REQUIREMENTS:** An appropriate Degree in Finance, Built Environment, Law, Public Administration or equivalent relevant qualification and a post graduate qualification at NQF level 8 with 8-10 years’ experience at senior management level and extensive work experience in infrastructure procurement delivery and contract management. **Process Competencies:** Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. **Core Competencies:** Strategic Capacity and Leadership,PeopleManagement and Empowerment, Financial Management, Change Management, Programme and project Management **Technical competencies: In depth knowledge and understanding of:** Infrastructure Planning and programme and project management. Municipal infrastructure planning process. Comprehensive infrastructure plans. Spatial planning and Provincial Growth and Development Strategies. Local socio economic infrastructure. Construction Industry.

**DUTIES: The successful candidate will perform the following duties:**

 Coordinate the provision of technical support and assistance to municipalities in conducting infrastructure assessment and analysis. Coordinate the provision of technical support and expertise to municipal infrastructure delivery, planning, maintenance and land use management services with relevant stakeholders. Coordinate the development of technical skills to support the delivery of municipal infrastructure programmes.

**APPLICATIONS: Please forward your application, quoting the relevant reference number, to** **HR.DDGTSS01@MISA.gov.za**

**POST: CHIEF DIRECTOR: INFRASTRUCTURE FINANCING**

**REFERENCE NO: HR/CD/IF/02**

**SALARY:** **R 1 251 183 – R 1 495 956 Total Cost Package per annum**

**CENTRE: MISA Head Office**

**REQUIREMENTS:** An appropriate Degree in Built Environment or equivalent relevant qualification at NQF level 7 with 6-10 years’ experience at a senior management level. **Process Competencies:** Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. **Core Competencies:** Strategic Capacity and Leadership,PeopleManagement and Empowerment, Programme and Project Management,Financial Management, Change Management. **Technical competencies: In depth knowledge and understanding of:** Knowledge in Financial Management. Infrastructure funding models. Engineering, Financial, Legal and operational compliance. Engineering operational communication. Government planning and budgeting systems. Co-operative governance systems and legislation. Local government transformation. Knowledge of local socio-economic infrastructure.

**DUTIES: The successful candidate will perform the following duties:**

 Ensure the Department of Cooperative Governance and MISA support municipalities on infrastructure and service delivery through market development strategies including: a) The development of a credible project pipeline; b) Strategies and mechanisms for funding and financing, together with Concessional Debt, Front loading municipal grant allocations, etc. and in facilitating DFI contributions in funding municipal infrastructure; c) Leveraging the fiscal system, the National Infrastructure Fund and other funds; d) Mobilising Private Sector Participation to invest in municipal infrastructure. Establish a streamlined approach that enables municipalities to access debt capital markets, supported by technology and empirical information that the Chief Directorate will create to remove information asymmetry and create transparency in the market. Support and oversee the monitoring and evaluation of the implementation of infrastructure through Municipal infrastructure Grant, and other infrastructure grants to municipalities, ensuring improved quality spending of the grant and desired development outcomes. Engage and collaborate with the National Treasury and other partners to develop innovative models to mobilise private sector investments in municipal infrastructure.

**APPLICATIONS: Please forward your application, quoting the relevant reference number, to** **HR.CDIF02@MISA.gov.za**

**POST: DIRECTOR: INFRASTRUCTURE FINANCING**

**REF NO: HR/D/IF/03**

**SALARY: R 1 057 326 – R 1 245 495 Total Cost Package Per annum**

**CENTRE: MISA Head Office**

**REQUIREMENTS:** An appropriate Degree in Built Environment or equivalent relevant qualification at NQF level 7 with 6-10 years’ experience at a middle management level. **Core Competencies:** Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management and Change Management. **Process Competencies:** Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills. **Technical Competencies: In depth knowledge and understanding of:** Knowledge in Financial Management. Infrastructure funding models. Engineering, Financial, Legal and operational compliance. Engineering operational communication. Government planning and budgeting systems. Co-operative governance systems and legislation. Local government transformation. Knowledge of local socio-economic infrastructure.

**DUTIES: The successful candidate will perform the following duties:** Coordinate the process to develop innovative models and engage financial institution/funders and National Treasury for private sector investment in municipal infrastructure. Coordinate the development of mechanisms for alternative funding and service delivery technology. Participate in the development and review of Municipal infrastructure Grant and other Infrastructure Grand Policies. Manage the monitoring and evaluation of the implementation of infrastructure through Municipal infrastructure Grant. Manage the implementation of appropriate capital programme management capacity within municipalities.

**APPLICATIONS: Please forward your application, quoting the relevant reference number, to** **HR.DIF03@MISA.gov.za**

**POST: DIRECTOR: PROJECT MANAGEMENT AND COORDINATION**

**REF NO: HR/D/PMC/04**

**SALARY: R 1 057 326 – R 1 245 495 Total Cost Package Per annum**

**CENTRE: MISA Head Office**

**REQUIREMENTS:** A Degree in Built Environment or equivalent qualification at NQF level 7 with a minimum of 6 years’ experience obtained at a middle management level in the built environment sector of which 3 years is from the local government environment. Knowledge and experience in financial management, and project management, Experience in project management and government planning cycle and processes. Understanding of government legislation including IGR legislation. **Process competencies:** Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication skills. **Core competencies:** Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. **Technical competencies: In depth knowledge and understanding of:** Engineering/Built Environment and professional judgement. Contract Management. Thorough knowledge of planning techniques. Knowledge of multiple disciplines in the built environment. Engineering/Built Environment, legal and operational compliance. Engineering/Built Environment operational communication. Government systems and structures. Co-operative governance systems and legislation. Local government transformation. Knowledge of local socio-economic infrastructure.

**DUTIES: The successful candidate will perform the following duties:** Provide strategic direction to the Directorate: Project Management and Coordination. Support municipal project conceptualization, planning, implementation, and operation and maintenance. Ensure and account on alignment and coordination of planning initiatives across the different levels of government. Develop and support the implementation including improvement of project management methodologies, tools and standards. Ensure the utilization by stakeholders of the information management system (MIS) adopted by MISA. Develop management strategies coordination of inter-governmental structures and communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project. Account on the implementation of nine (9) + (1) one project management knowledge areas. Ensure project performance using appropriate systems, tools and techniques. Create a Centre of excellence by providing leadership, best practices, research, support and/or training for a focus area. Solicitation and consolidation of reports from MISA and service delivery sector departments. Responds to market and business changes that affect the project and business.

**APPLICATIONS: Please forward your application, quoting the relevant reference number, to** **HR.DPMC04@MISA.gov.za**

**POST: ASSISTANT PROVINCIAL MANAGER X 9**

**REF NO: HR/APM/05**

**SALARY: R 733 257 – R 863 748 Total cost package Per annum**

**CENTRE: Gauteng, Mpumalanga, Western Cape, Eastern Cape, Free State, KwaZulu Natal, Northern Cape, Limpopo and North West.**

**REQUIREMENTS:** An appropriate 3 years National Diploma or Degree in Built Environment/ Development Studies/ Public Administration or equivalent relevant qualification at NQF level 6 with 3-5 years’ experience in the relevant field. **Core Competencies:** Strategic Capacity and Leadership. People Management and Empowerment. Financial Management and Change Management. **Process Competencies:** Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Intergovernmental Relations (IGR). **Technical Competencies:** Contract Management. Programme and Project Management. Government systems and structures. Co-operative governance systems and legislation. Local government systems and transformation. Knowledge of local socio-economic infrastructure. Understanding of Government Monitoring and evaluation Framework.

**DUTIES: The successful candidate will perform the following duties:** Provide support to MISA Provincial Manager in a province. Manage and maintain relationships with key stakeholders. Manage the Technical Support Plans to municipalities in a province. Monitoring and reporting of technical support activities in line with MISA’s monitoring and evaluation framework. Report, manage and mitigate the identified risks within MISA.

**APPLICATIONS: Please forward your application, quoting the relevant reference number, to** **HR.APM05@MISA.gov.za**

**POST: TOWN PLANNER**

**REF NO: HR/TP/06**

**SALARY: R 618 732 – R 939 621 Total Cost Package per annum (OSD)**

**CENTRE: Northern Cape**

**REQUIREMENTS:** An appropriate Bachelor’s Degree in Urban/ Town and Regional Planning or equivalent relevant qualification on NQF level 7 with Three (3) years’ post-qualification experience in Urban/ Town and Regional Planning and registered as professional with SACPLAN**. Process Competencies:** Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills (Verbal and Written). **Core Competencies:** Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. **Technical competencies:** In depth knowledge and understanding of: Urban/ Town and Regional Planning Principles and Methodologies. Research and Development. Urban/ Town and Regional Planning professional judgement. Computer aided applications.

**DUTIES:** **The successful candidate will perform the following duties:** Support Town Planning Process in accordance with South Africa Policies, Acts, Regulations and Industry Guidelines following MISA and Municipal Norms and Practices. Support municipalities to compile Spatial Development Frameworks (SDF) as part of IDP processes. Support municipalities to compile guidelines and evaluations of Land Use Management Scheme (LUMS). Support municipalities in implementation and management of Town Planning Schemes in compliance with legislative requirements. Support municipalities in reviewing and developing land use in line with Spatial Development Framework (SDF).

**APPLICATIONS: Please forward your application, quoting the relevant reference number, to** **HR.TPLN06@MISA.gov.za**

**POST: SENIOR ADMINISTRATIVE OFFICER**

**REF NO: HR/SAO/07**

**SALARY** : **R 316 791 – R 373 167 per annum**

**CENTRE : MISA Head Office**

**REQUIREMENTS :** An appropriate 3-year National Diploma or Degree in office/Public Administration or equivalent relevant qualification at NQF level 6.with 3-5 years experience in the related field. **Core Competencies:** Written and verbal communication skills. Ability to interact effectively with individuals and groups. Problem solving, mediation, crisis intervention, and negotiation skills. Ability to manage numerous priorities. Ability to deal with a wide and diverse client group. Leadership abilities. **Process Competencies:** Problem Solving and Decision Making. Client Orientation and Customer Focus. Diversity Management. Communication and Information Management. **Technical competencies**: **In depth knowledge and understanding of:** Office administration. Secretarial functions. Computer literacy.

**DUTIES : The successful candidate will perform the following duties:** Administratively coordinate activities to ensure a seamless flow of information. Enable the office to timeously respond to the demands of the stakeholders. Assist the Chief Directorate in ensuring that well researched and reliable information is reported. Timeously alert the Chief Directorate on matters affecting the optimal functioning of the office. Consolidate input documents into high level executive summary with a view to fast track decision making process. Assist the Chief Directorate to administer confidential matters. Handle all procurement matters of the office. Disseminate information to all stakeholders as and when required.

**APPLICATIONS: Please forward your application, quoting the relevant reference number, to** **HR.SAO07@MISA.gov.za**

**CLOSING DATE: 27 January 2020**

 **Applications will not be considered after the closing date.**