

ANNEXURE MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA's primary function is to support municipalities in infrastructure planning implementation, operations and maintenance.

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

APPLICATIONS ENQUIRIES: Mr Jabulani Hadebe Tel: 011 763 1103/ Nommiselo Mtini/ Fulufhelo
Museisi Tel: 012 8485305/5379

CLOSING DATE: 04 January 2021
POST: CHIEF DIRECTOR: INFRASTRUCTURE ASSESSMENT AND ANALYSIS
REFERENCE NO: HR/CD-IAA/01
SALARY: R 1 251 183 – R 1 495 956 Total cost package per annum
CENTRE: MISA Head Office, Centurion
REQUIREMENTS: An appropriate Degree in Built Environment or equivalent relevant qualification at NQF level 7 with 6-10 years' relevant experience at a senior management level. **Core Competencies:** Strategic Capacity and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. **Process Competencies:** Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. **Technical Competencies:** Understanding of: Engineering and professional judgement. Contract Management. Engineering, legal and operational compliance. Engineering 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: Manage provision of technical support to municipalities in analysing and assessing the infrastructure and maintenance plans. Manage and guide the assessment on condition and the extent of municipal infrastructure assets. Provision of strategic guidance in assessing infrastructure maintenance budgets and expenditure to determine provision for maintenance requirements. Guide the process for development support and /or intervention services to address service delivery needs.

APPLICATIONS: Please forward your application, quoting the relevant reference number, to: HR-CD-IAA-01@multilead.co.za

APPLICATIONS ENQUIRIES: Mr Jabulani Hadebe Tel: 011 763 1103/ Nommiselo Mtini/ Fulufhelo
Museisi Tel: 012 8485305/5379

POST: ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT
REFERENCE NO: HR/ASD-AM/03
SALARY: R 376 596 – R 443 601 per annum
CENTRE: MISA Head Office, Centurion
REQUIREMENTS: An appropriate 3-year National Diploma or Degree in Supply Chain Management / Finance / Commerce / Public Management or equivalent relevant qualification at NQF level 6 with 3-5 years' relevant experience in Supply Chain Management/Procurement. **Process Competencies:** Reliability. Supervising skills. Time Management. Communication (written and verbal). Interpersonal Relations. Planning and Organizing. Teamwork. Client Orientation and Customer Focus. **Technical Competencies:** Understanding of Supply Chain Management processes. Understanding of Treasury Regulations, PFMA, PPPFA and BBBEE. Tender and Contract Administration.

DUTIES: The successful candidate will perform the following duties: Effectively lead and manage a team that render Acquisition Management services. Manage all



departmental requests for goods or services. Develop and implement Acquisition Management policies and procedure manuals. Liaise, correspond, advise on SCM regulations and meet with users with regards to all procurement needs, documents and bid committees requirements. Verify quality of submissions in terms bid adverts and bid committees. Prepare Bid committee reports. Maintain and monitor proper manual and or electronic records of all quotations, purchase orders and tender files. Ensure compliance with all frameworks/legislations that governs SCM. Report on procurement activities to management & National Treasury. Assist in compilation of the Procurement Plan and related report. Plan, organise and ensure that work is allocated effectively to achieve objectives of the unit and department. Manage the performance and development of the SCM officials. Perform other SCM related functions as directed by Manager.

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to:
HR-ASD-AM-03@multilead.co.za

APPLICATIONS ENQUIRIES:

Mr Jabulani Hadebe Tel: 011 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel: 012 8485305/5379

POST:
REFERENCE NO:
SALARY:

LEGAL ADMINISTRATIVE OFFICER
HR/LAO/02
R 257 073 – R 912 504 Total cost package per annum (OSD for Legally qualified Personnel)
MISA Head Office, Centurion

CENTRE:
REQUIREMENTS:

MR 3: LLB degree or equivalent relevant qualification plus of 5 years post qualification experience in the legal profession. **MR 4:** LLB degree or equivalent relevant qualification plus of 8 years post qualification experience in the legal profession. **MR 5:** LLB degree or equivalent relevant qualification plus of 14 years post qualification experience in the legal profession. Must be admitted as attorney or advocate of the High Court. Minimum of five years' experience in the legal field. Experience in the public sector is an added advantage. Appointment to be made as per the OSD provisions. **Process Competencies:** Applied Strategic Thinking. Problem Solving & Decision Making. Project Management. Developing others. Team leadership. Diversity Management. Communication & Information Management **Technical competencies: In depth knowledge and understanding of:** Public Finance Management Act. Public Service Act. PSA Regulations 2016. Treasury Regulations Procurement Regulations and Departmental Policies. Framework for Supply Chain Management. Transversal systems i.e. LOGIS and BAS. Tender and contract administration; Asset Management Framework; Preferential Procurement Policy Framework Act. BEE Framework & BBBEE Act.

DUTIES:

The successful candidate will perform the following duties:

Handling legal matters that impact on the work and including litigation support, drafting/vetting/editing contracts, SLAs, MOUs, debt collection. Serving on various committees/bodies. Rendering legal advice on a wide range of areas including procurement, labour legislative, contract and policy advice, interpretation of legislation and policies and advice on the infrastructure procurement regulatory framework

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to: HR-LAO-02@multilead.co.za

APPLICATIONS ENQUIRIES:

Mr Jabulani Hadebe Tel: 011 763 1103/ Nommiselo Mtini/ Fulufhelo Museisi Tel: 012 8485305/5379

POST:
REFERENCE NO:
SALARY:
CENTRE:
REQUIREMENTS:

SECRETARY X 4
HR/SEC4/04
R 173 703 – R 204 612 per annum
MISA Head Office, Centurion
An appropriate Matric certificate and any other computer training course or qualification that will enable the person to perform the work satisfactorily. **Core Competencies:** Good telephone etiquette. Computer literacy. Sound



organizational skills. Good people skills. High level of reliability. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation. **Process Competencies:** Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. **Technical Competencies:** Understanding of Public Service Regulations. Computer literacy.

DUTIES:

The successful candidate will perform the following duties: Provides a secretarial support service to the Chief Director: Records appointments and events in the diary of the Chief Director; Type documents for the Chief Director and other staff within the Chief Directorate; Operates office equipment like photocopiers. Provides Clerical support service to the Chief Director: Liaise with travel agencies to make travel arrangements; Arrange meetings and events for the Chief Director and staff in the Chief Directorate, Identifies venues, invites roles players, organize refreshments and sets up schedules for meetings and events; Processes the travel and subsistence claims for the Chief Directorate; Processes all invoices that emanate from the activities of the work of the Chief Director; Records basic minutes of the meetings of the Chief Director where required; Drafts routine correspondence and reports; Does filling of documents for the Chief Director and the Chief Directorate where required; Administer matters like the leave register and the telephone account; Receives, records and distributes all incoming and outgoing documents; Handles the procurement of standard items like stationery, refreshments, etc. Collects all relevant documents to enable the Chief Director to prepare for meeting. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the Chief Director: Studies the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly; Remains abreast with the procedures and processes that apply in the office of the Chief Director.

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to: HR-SEC4-04@multilead.co.za

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 representatively 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 and One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

We thank you for the interest shown in MISA.