

**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:** 08 March 2021
- POST:** DIRECTOR: FRAMEWORK CONTRACTS AND INFRASTRUCTURE
PROCUREMENT
- REFERENCE NO:** MISA/D-FCIP/01
- SALARY:** R 1 057 326 – R 1 245 495 Total cost package per annum
- CENTRE:** MISA Head Office, Centurion
- REQUIREMENTS:** An appropriate 3-year Degree in Built Environment or equivalent relevant qualification at NQF level 7 with 5-10 years' experience at a middle management level within Supply Chain Infrastructure Procurement. **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:** Engineering and professional judgement. Contract Management, Engineering, legal and operational compliance, Knowledge of Supply Chain Management for Infrastructure Projects, Government systems and structures, Co-operative governance systems and legislation, Local government transformation and Knowledge of local socio-economic infrastructure.
- DUTIES:** **The successful candidate will perform the following duties:**
Be responsible for stakeholder management for both Infrastructure Delivery Management System (IDMS) and Framework Contracts. Capacitate municipalities with the implementation of the IDMS. Develop Demand Management Plan for framework contracts. Establish framework contracts for infrastructure procurement. Ensure that framework contracts are published on the National Treasury website. Develop process flow for utilization of framework contracts by municipalities and other organs of state. Oversee and manage development of the User manual for framework contracts. Oversee and monitor utilization of framework contracts. Facilitate and manage the development of stakeholder management plan for framework contracts. Facilitate the development of framework contracts roll out plan to municipalities. Manage the implementation of the framework contracts roll out plan. Facilitate and manage development of national framework for contracting. Generate monthly reports on framework contracts.
- APPLICATIONS:** Please forward your application, quoting the relevant reference number, to: MISA-D-FICP-01@multilead.co.za
- APPLICATIONS ENQUIRIES:** Mr Jabulani Hadebe Tel: 011 763 1103/ Nommiselo Mtini/ Fulufhelo
Museisi Tel: 012 8485305/5379
- POST:** CHIEF ENGINEER (CIVIL)
- REFERENCE NO:** MISA/CE:C/03
- SALARY:** R 1 042 827 - R 1 978 146 Total cost package per annum (OSD)
- CENTRE:** KwaZulu Natal
- REQUIREMENTS:** An appropriate Degree in Civil Engineering (B Eng/ BSc Eng/ BTech Eng) or equivalent relevant qualification at NQF 7, with Six (6) years' post-qualification experience in Civil Engineering and registered as professional Engineer/ Technologist with ECSA. **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 skills. **Technical Competencies: In depth knowledge and understanding of:** Engineering design and analysis knowledge. Engineering and professional judgement. Contract management. Knowledge of local socio-economic infrastructure. Engineering, legal and operational compliance. Engineering operational communication.

DUTIES:

The successful candidate will perform the following duties: Provide strategic direction for Civil Engineering services in accordance with South African Policies, Act, Regulations and industry guidelines following MISA and Municipal Norms and Practices. Manage the diagnostic process of the identified municipalities (poor performing). Manage the Assessment of municipal infrastructure planning, development, implementation and operation & Maintenance requirement of municipalities. Manage municipal support in infrastructure life cycle covering Pre-feasibility and Feasibility studies, Design and Development, Implementation and Operation and Maintenance including procurement, programme/ project and contract management. Manage the development, review and the implementation of municipal sector master plans.

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to: HR-CE-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:

ASSISTANT PROVINCIAL MANAGERS X 9

MISA/APM/02

R 733 257 – R 863 748 Total cost package Per annum

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

REQUIREMENTS:

An appropriate 3 years Degree in Civil Engineering/ Electrical Engineering or equivalent relevant qualification at NQF level 7 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: MISA-APM-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:

REGISTRY CLERK: HUMAN RESOURCE MANAGEMENT

MISA/RC: HRM/04

R 173 703 – R 204 612 per annum

MISA Head Office, Centurion

An appropriate Senior certificate or equivalent relevant qualification **Process Competencies:** Problem Solving, Planning and Organising, Communication (Verbal & Written) and Computer Literacy. **Technical competencies: In depth knowledge and understanding of:** Filing system, Mail procedure manual, Promotion of access to information Act and National archives.

DUTIES:

The successful candidate will perform the following duties: **Provide registry services:** Receive and register hand delivered files and documents, keep good record, and maintain registers. **Render an effective filling and record management services:** Opening and closing files according to record classification system, correct allocation of reference numbers according to the approved file plan, filling/ storage, tracing (electronically/Manually) and retrieval of documents and files, complete index cards for all files, Ensure safe custody of all records. **Process documents for archiving and/or disposal:** Sort and package files for archives and distribution, Compile list of documents to be archived and submit to the supervisor, Dispose and transfer qualifying material to national archives. Distribute and collect documents on HRM & D matters.

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to: MISA-RC-HRM-04@multilead.co.za

APPLICATIONS ENQUIRIES:

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

NOTE FOR ALL APPLICATIONS:

All applicants must be SA citizens/ permanent residents. Applications must be submitted on a new 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 six (6) 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.