**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: 23 August 2021**

**POST: Senior Administrative Officer: Security and Facilities Management**

**REFERENCE NO: MISA/SAO-SFM/12**

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

**CENTRE: MISA Head Office**

**REQUIREMENTS: An appropriate 3-year National Diploma or Degree in Security / Facilities** Management Field Discipline/Public Administration. with 3-5 years’ experience in the security and facilities field. **Core Competencies**: Planning and Organising. Problem Solving. Project Management. Development and Supervisor Skills. Change Management. Communication and Information Management. **Technical competencies**: Minimum Information Security Standard (MISS). Public Finance Management Act (PFMA). Contract and Property Management. Occupational Health and Security Act. Training in NIA Security Advisory.

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

 Implement security and facilities management policies, procedures and systems. Assist in the provision of security services in the organisation including access control, vetting and designation of security zones. Assist in monitoring the physical security measures in line with the Minimum Physical Security Standards (MPSS). Assist in the provision of adequate facilities like transport, office space, building and maintenance, travel, accommodation, registry, reception, cleaning and refreshments within MISA. Coordinate and conduct vetting and screening services. Supervision of employees in the Security & Facilities Management unit including Registry and reception.

**APPLICATIONS: Please forward your application, quoting the relevant reference to:** **MISA-SAO-SFM-12@multilead.co.za**

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

**POST: Bid Administrator**

**REFERENCE NO: MISA/BA-SCM/13**

**SALARY: R 257 508 – R 303 339 per annum**

**CENTRE: MISA Head Office**

**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 1-2 years’ experience in the related field. **Core Competencies**: Reliability. Time Management. Communication (written and verbal). Interpersonal Relations. Planning and organising. Teamwork. Client Orientation and customer Fucus. **Technical competencies**: Understanding of Supply Chain Management Process. Understanding Of Treasury Regulations, PFMA, PPPFA and BBBEE, Tender and Contract Administration.

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

 Source quotation for good and services. Prepare purchase orders for approval. Perform Bid Administration function including compiling of bid document, advertising of bid, administer closing of bids, accurate recording of bid receiver and render secretariat to the services to the bid committees. Maintain effective filling of bid document. maintain electronic and manual filling of requisition received and purchase order issued. Perform other related function as directed by the manager.

**APPLICATIONS:** **Please forward your application, quoting the relevant reference number to:** **MISA-BA-SCM-13@multilead.co.za**

**APPLICATIONS ENQUIRIES: Mr Jabulani Hadebe Tel: 011 763 1103/ Ms Nommiselo Mtini/Ms Fulufhelo Museisi TEL: 012 848 5305/5379**

**POST:** **PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL**

**REFERENCE NO:** **MISA/PA-DDG/14**

**SALARY:** **R 257 508 – R 303 339 per annum**

**CENTRE:** **MISA Head Office**

**REQUIREMENTS:** An appropriate Diploma in Office Management/Public/Business Administration or equivalent relevant qualification at NQF level 6, with 3-5 years’ experience in office management and administration **Core Competencies:** Computer literacy. Microsoft Office and Outlook. Interpersonal Skills. Programme and Project Management. Time Management. Client orientation and Customer focus. **Technical competencies:** **in depth knowledge** **and understanding of:** Office management and administration. Secretarial/Receptionist norms. Verbal and Written Communication. Organizational. Applicable legislative framework

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

Provide administrative support to the office. Managing the diary of the DDG. Ordering and maintaining stationery and equipment supplies for the office. Receive telephone calls for the office. Ensure that documents are signed by the DDG and distributed to the relevant stakeholder. Obtains inputs, collates and compiles reports e.g. progress, monthly and management reports. Make travel arrangement for the DDG. Provide secretariat services. Arrange meetings and events for the office. Identify venues, invite role players and organize refreshments. Compile attendance registers and agenda for meetings. Compile packs for meeting and distribute to relevant stakeholders. Take and compile minutes during meetings.

**APPLICATIONS:** **Please forward your application, quoting the relevant reference number to: MISA-PA-DDG-14@multilead.co.za**

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

**POST: INTERNSHIP: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT X2**

**REFERENCE NO:** **MISA/HRM&D/01**

**SALARY: R 6 083.66 per month**

**CENTRE: MISA Head Office, Centurion**

**REQUIREMENTS:** National Diploma (NQF 6) /Degree (NQF 7) Human Resource Management & Development. Unemployed youth aged between 18 to 35. Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills. No criminal record.

**APPLICATIONS: Please forward your application, quoting the relevant reference number,**

 **to: hr.md01@multilead.co.za**

**APPLICATIONS ENQUIRIES:** **Mr Jabulani Hadebe Tel: 011 763 1103/ Mr Nkosikhona Zuma/Ms Zanele Mahlangu Tel: 012 485364/5340/5305/5379**

**POST: INTERNSHIP: SECURITY AND FACILITIES MANAGEMENT SERVICES X2**

**REFERENCE NO:** **MISA/SFMS/02**

**SALARY:** **R 6 083.66 per month**

**CENTRE: MISA Head Office, Centurion**

**REQUIREMENTS:** National Diploma (NQF 6) /Degree (NQF 7) Records Management/ Information Management/ Facility Management. Unemployed youth aged between 18 to 35. Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills. No criminal record.

**APPLICATIONS: Please forward your application, quoting the relevant reference number, to: hr.sfms02@multilead.co.za**

**APPLICATIONS ENQUIRIES:** **Mr Jabulani Hadebe Tel: 011 763 1103/ Mr Nkosikhona Zuma/Ms Zanele Mahlangu Tel: 012 8485364/5340**

**POST: INTERNSHIP: PROJECT MANAGEMENT**

**REFERENCE NO: MISA/SFMS/03**

**SALARY:** **R 6 083.66 per month**

**CENTRE: MISA Head Office, Centurion**

**REQUIREMENTS:** National Diploma (NQF 6) /Degree (NQF 7) Build Environment/ Project Management. Unemployed youth aged between 18 to 35. Good Interpersonal relations, organising, problem-solving and communication (written and verbal) skills. No criminal record.

**APPLICATIONS: Please forward your application, quoting the relevant reference number, to: hr.pm03@multilead.co.za**

**APPLICATIONS ENQUIRIES:** **Mr Jabulani Hadebe Tel: 011 763 1103/ Mr Nkosikhona Zuma/Ms Zanele Mahlangu Tel: 012 8485364/5340**

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

**CLOSING DATE: 23 August 2021**

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

**NOTE FOR ALL APPLICATIONS:** All applicants must be SA citizens/ permanent residents. Applications must be submitted on 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 copies of all qualifications, Identity Document (ID) and Drivers’ licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. Communication by HR regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following the communication from HR. 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 new 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 competency assessment and security clearance.