

Letaba House, Riverside Office Park, 1303 Heuwel Avenue, Centurion, 0046
Private Bag X105, Centurion, 0046 Tel: 012-848 5300

The MUNICIPAL INFRASTRUCTURE SUPPORT AGENT (MISA) is a government component within the Department of 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.

CLOSING DATE: 24 JULY 2023

APPLICATIONS ENQUIRIES: Kulani Makhubele / Nommiselo Mtini Tel: 012 8485308/5305

POST:

REFERENCE NO:

SALARY:

CENTRE:

REQUIREMENTS:

CHIEF EXECUTIVE OFFICER MISA

MISA-CEO-01

R2 158 533 – R2 428 830 Total Cost Package per annum (Salary level 16)

MISA Head Office- Centurion

An appropriate undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognised by SAQA, 8-10 years' proven experience at senior management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. **Core competencies:** Strategic capability and leadership, Programme and project management, advanced financial management skills, Change management, People Management and Empowerment. **Technical competencies:** Knowledge of the Constitution, Public Service Act, Public Finance Management Act, 1999 (PFMA), Municipal Finance Management Act 56 of 2003 (MFMA), Municipal Systems Act, National Development Plan (NDP), Corporate Governance, Auditor General's prescripts (Treasury Audits). Demonstrated leadership in the development of policies & strategies and high-level policy implementation skills. Advanced presentation skills and experience in establishing and managing complex relationships and partnerships (Stakeholder management). **In-depth knowledge and understanding of provision of technical support and capabilities to enhance the delivery of municipal infrastructure programmes.** Deep knowledge of relevant Government legislation, policies, and priorities • Be conversant with the structure and operation of the Public Sector • Good interpersonal, problem-solving, computer, teamwork and networking skills.

DUTIES:

The successful candidate will serve as the Accounting Officer/Head of Department in line with the requisite legislative and regulatory prescripts: Oversee the provision of municipal infrastructure delivery management support services and technical support services to municipalities. Manage implementation of departmental memorandum of understanding (MoU's) and service level agreements (SLA's). Oversee the development of, and adherence to, the appropriate financial systems and internal controls for proper financial and supply chain management and expenditure control. Monitor that MISA adheres to the provisions of the government's regulatory prescripts. Monitor and report on its performance to the Minister and other oversight structures and control points including the Audit and Risk Committee, Parliament, National Treasury. Manage the timely resolution of audit findings and attainment of clean audit outcomes and fulfil all other responsibilities as delegated by legislative prescripts and the Executive Authority. Lead and manage the planning

processes, development and implementation of the departments Plans, Programmes and Services and oversee the development, implementation, and monitoring of Strategic, Annual Performance and Operational Plans in line with the department's mandate and Government Priorities. Provide leadership for the effective and efficient management and administration of the department and oversee all activities performed by the Core Branches. Oversee the implementation of the Departmental Performance Management and Development System and the maintenance of a harmonious labour relations. Drive the Organisational Development, equity, and transformation programmes. Manage the performance of staff reporting directly to the Chief Executive Officer: Conclude performance agreements with Programme Managers (Branch Heads) and other staff reporting directly to the Chief Executive Officer, Manage the Personal Development of staff and assess performance in line with the Performance Management and Development System.

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to MISA-CEO-01@misa.gov.za

APPLICATIONS ENQUIRIES:

Ms Kenosi Mathole Tel number (012) 848 5382 /5367

POST:

REFERENCE NO:

SALARY:

CENTRE:

REQUIREMENTS:

SPECIALIST ENGINEER: SOLID WASTE MANAGEMENT

MISA-SE-SWM-02

R 1 678 929 – 2 391 291 Total cost package per annum (OSD)

MISA Head Office- Centurion

An appropriate Master's Degree in Civil Engineering Specializing in Waste Management, Environmental Management, or equivalent relevant qualification at NQF level 9 with Ten (10) years post-qualification experience in solid waste management and registered as a Professional Engineer/Technologist with ECSA. **Process Competencies:** Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. **Core Competencies:** Strategic Capacity and Leadership. People Management and Empowerment. Financial Management. Change Management. Programme and project Management **Technical competencies: In depth knowledge and understanding of:** Solid Waste Management Systems and infrastructure design and analysis knowledge, scientific and professional judgement. Contract Management. Knowledge of local socio-economic infrastructure. Legislative framework and operational compliance. Strong analytical, reporting, writing and oral communication skills.

DUTIES:

The successful candidate will perform the following duties:

Provide support on specialized solid waste management services in accordance with South African Policies, Acts, Regulations, and Industry Guidelines following MISA and Municipal Norms and Practices. Design new systems, Policies, and projects to solve complex solid waste management challenges, improve efficiency, and enhance safety. Lead and coordinate advance research or knowledge application. Provide expert advice on solid waste handling, transportation, processing, recycling, disposal, and control. Develop and review municipal Integrated Waste Management Plans (IWMPs).

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to MISA-SE-SWM-02@misa.gov.za

APPLICATIONS ENQUIRIES:

Kulani Makhubele / Nommiselo Mtini Tel: 012 8485308/5305

POST:

REFERENCE NO:

SALARY:

CENTRE:

REQUIREMENTS:

SPECIALIST ENGINEER: WATER AND SANITATION

MISA-SEWS-03

R 1 678 929 – 2 391 291 Total cost package per annum (OSD)

MISA Head Office, Centurion

An appropriate Master's Degree in Civil Engineering, Specializing in Water and Sanitation or equivalent relevant qualification with Ten (10) years post-qualification experience in Civil Engineering and registered as Professional Engineer/Technologist with ECSA. **Process Competencies:** Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. **Core Competencies:** Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme, and project Management **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 and engineering operational communication.

DUTIES:

The successful candidate will perform the following duties:

Provide support on specialized water and sanitation engineering services in accordance with South African Policies, Act, Regulations, and Industry Guidelines following MISA and Municipal Norms and Practices, Design new systems to solve complex engineering challenges and improve efficiency and enhance safety, Lead, and coordinate advance research or knowledge application, provide expert advice on specialized engineering field, Develop, and review municipal sector master plans.

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to MISA-SE-WS-03@misa.gov.za

POST:

SPECIALIST ENGINEER: TRANSPORTATION, ROADS, AND STORMWATER

REFERENCE NO:

MISA/SE-TRS/04

SALARY:

R 1 678 929 – 2 391 291 Total cost package per annum (OSD)

CENTRE:

MISA Head Office, Centurion

REQUIREMENTS:

An appropriate master's degree in civil or Transportation Engineering, Specializing in Transportation Engineering, Roads and Storm water or equivalent relevant qualification at NQF level 9 with Ten (7)) years' post-qualification experience in roads and storm water and registered as a Professional Engineer with ECSA. **Process Competencies:** Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. **Core Competencies:** Strategic Capacity and Leadership. People Management and Empowerment. Financial Management. Change Management. Programme and project Management **Technical competencies: In depth knowledge and understanding of:** Engineering design and analysis knowledge. Engineering and professional judgement. Contract Management. Knowledge of Transport Planning & regulations. Knowledge of local socio-economic infrastructure. Engineering, legal and operational compliance and engineering operational communication.

DUTIES:

The successful candidate will perform the following duties:

Provide support on specialized Transportation Engineering, Transport Planning, Roads and Stormwater engineering services in accordance with South African Policies, Act, Regulations and Industry Guidelines following MISA and Municipal Norms and Practices. Design new systems to solve complex engineering challenges and improve efficiency and enhance safety. Lead and coordinate advance research or knowledge application. Provide expert advice on specialized engineering field. Develop and review municipal sector transport and roads master plans. Provide expert advice and innovative mechanisms on road maintenance. Provide expert advice on catalytic transport and roads catalytic and nodal projects.

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to MISA-SE-TRS-04@misa.gov.za

APPLICATIONS ENQUIRIES:

Kulani Makhubele/ Nommiselo Mtini Tel: 012 8485308/5305

POST:

CHIEF ENGINEER (CIVIL)

REF NO:

MISA-CE-C-05

SALARY:

R 1 146 540 – R 2 156 640 Total cost package per annum (OSD)

CENTRE:

Kwazulu-Natal

REQUIREMENTS:

An appropriate Degree in Civil Engineering (B Eng/ BSc 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 MISA-CE-C-05@misa.gov.za

APPLICATIONS ENQUIRIES:

Kulani Makhubele / Nommiselo Mtini Tel: 012 8485308/5305

POST:**REFERENCE NO:****SALARY:****CENTRE:****REQUIREMENTS:****DIRECTOR: PROJECT MANAGEMENT AND COORDINATION**

MISA-D-PMC-06

R 1 162 200 – R 1 365 411 Total Cost Package Per annum (Salary level 13)

MISA Head Office, Centurion

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 MISA-DPM-C-06@misa.gov.za

APPLICATIONS ENQUIRIES:

Ms Nommiselo Mtini/Ms Kulani Makhubele TEL: 012 848 5305/5308

POST:**REFERENCE NO:****SALARY:****CENTRE:****DEPUTY DIRECTOR: DEMAND MANAGEMENT X1**

MISA/DD/DM/07

R 811 560 – 952 909 Total cost package per annum (Salary Level 11)

MISA Head office, Centurion

REQUIREMENTS:

An appropriate 3-year National Diploma or Degree in Logistics/ Finance/ Supply Chain Management/ Public Management at NQF level 6 with 3- 5 year's relevant experience in supply chain management/ procurement. **Core Competencies:** Applied Strategic Thinking. Developing others. Planning and organising. Project Management. Diversity Management. Budgeting and Financial Management. Procurement Strategies. **Process Competencies:** Continuous Improvement. Problem Solving and Decision Making. Client Orientation and Customer Focus. Communication & Information Management. **Technical Competencies:** The Public Finance Management Act. Framework for Supply Chain Management. Computer systems i.e., PASTEL. 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:

Ensure that demand management function is performed in accordance with the MISA supply chain management policy, all applicable rules, and regulations (for all quotation and bids). Develop and manage standardisation of specification documentation. Develop and manage demand planning process with end users. Facilitate and consolidate procurement plan inputs from end users. Develop guidelines for demand market research and analysis. Provide SCM advice and guidance demand management in line with Treasury Regulations and prescripts to end users during development of specifications and terms of reference. Monitor progress on procurement plan and compile monthly and quarterly reports for presentation to management. Ensure bids documents are properly managed and filed.

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to MISA-DD-DM-07@misa.gov.za

APPLICATIONS ENQUIRIES:

Nommiselo Mtini/ Kulani Makhubele Tel: 012 8485305/5308

POST:

DEPUTY DIRECTOR: RECRUITMENT SUPPORT X1

REFERENCE NO:

MISA/DD/RS/08

SALARY:

R 811 560 – 952 909 Total cost package per annum (Salary level 11)

CENTRE:

MISA Head office, Centurion

REQUIREMENTS:

An appropriate 3-year National Diploma or Degree in Human Resource Management at NQF level 6 with 3- 5 year's relevant experience in related field. **Core Competencies:** Applied Strategic Thinking. Problem Solving and Decision Making, Project Management, Team Leader, Developing others. Project Management. **Technical Competencies:** Human Resource Practices, Organisational strategy, Managerial Function, Labour Legislation.

DUTIES:

The successful candidate will perform the following duties: Develop policies for recruitment and placement of technical resource and learners in municipalities, Manage recruitment and placement of technical resources and learners in municipalities, facilitate municipal capacity assessment for developing municipal capacity development plans, facilitate the recruitment and technical resource and learners in the municipalities and manage the administration database of learners, candidates and municipal officials participating in MISA capacity building programme.

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to MISA-DD-RS-08@misa.gov.za

APPLICATIONS ENQUIRIES:

Kulani Makhubele / Nommiselo Mtini Tel: 012 8485308/530

POST:

PROFESSIONAL ENGINEERS (CIVIL) X 3

REFERENCE NO:

MISA-PE-C-09

SALARY:

R 795 147 – R 1 197 978 total cost package per annum (OSD)

CENTRE:

Kwazulu-Natal, Northwest & Northern Cape

REQUIREMENTS:

An appropriate Degree in Civil Engineering (B Eng/ BSc Eng/ BTech Eng) or equivalent relevant qualification at NQF level 7 with Three (3) years post-qualification experience in Civil Engineering and registered as Professional Engineer/ Technologist with ECSA. **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 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 support on Civil Engineering services in accordance with South African Policies, Acts, Regulations, and industry guidelines following MISA and Municipal Norms and Practices. Design new systems to solve practical engineering challenges, improve efficiency, and enhance safety. Conduct the diagnostic process of the identified municipalities (poor performing). Assess municipal infrastructure planning, development, implementation, operation, and Maintenance requirements of municipalities. Support municipalities on infrastructure life cycle covering Pre-feasibility and Feasibility studies, Design and Development, Implementation and Operation and Maintenance including procurement, programme/ project, and contract management. Support in the development, review, and the implementation of municipal sector master plans.

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to MISA-PE-C-09@misa.gov.za

APPLICATIONS ENQUIRIES:

Mr Kulani Makhubele / Nommiselo Mtini TEL: 012 848 5308/ 5305

POST:

REFERENCE NO:

SALARY:

CENTRE:

REQUIREMENTS:

PROFESSIONAL ENGINEER: ELECTRICAL X1

MISA-PE-E-10

R 795 147 – R 1 197 978 total cost package per annum (OSD)

Eastern Cape

An appropriate Degree in Electrical Engineering (B Eng/ BSc Eng/ BTech Eng) or equivalent relevant qualification at NQF level 7, with Three (3) years' post-qualification experience in Electrical Engineering and registered as Professional Engineer/ Technologist with ECSA. **Core Competencies:** Strategic Capacity 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 support on Electrical Engineering services in accordance with South African Policies, Act, Regulations, and industry guidelines following MISA and Municipal Norms and Practices. Design new systems to solve practical engineering challenges, improve efficiency, and enhance safety. Conduct the diagnostic process of the identified municipalities (poor performing). Assess municipal infrastructure planning, development, implementation, and operation & Maintenance requirement of municipalities. Support municipalities on infrastructure life cycle covering Pre-feasibility and Feasibility studies. Design and Development, Implementation, Operation, and Maintenance including procurement, programme / project, and contract management. Support in the development, review, and the implementation of municipal sector master plans.

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to MISA-PE-E-10@misa.gov.za

APPLICATIONS ENQUIRIES:

Makhubele Kulani /Nommiselo Mtini Tel: 012 8485308/5305

POST:

REFERENCE NO:

SALARY:

CENTRE:

REQUIREMENTS:

ASSISTANT PROVINCIAL MANAGER X 2

MISA-APM-11

R 811 560 – 952 909 Total cost package per annum (Salary Level 11)

Gauteng & Limpopo

An appropriate 3 year Degree in Built Environment 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-11@misa.gov.za

APPLICATIONS ENQUIRIES:

Makhubele Kulani /Nommiselo Mtini Tel: 012 8485308/5305

POST:

REFERENCE NO:

SALARY:

CENTRE:

REQUIREMENTS:

SOFTWARE ENGINEER (12 months fixed contract) X2

MISA-SE-12

R 811 560 – 952 909 Total cost package per annum

MISA Head Office - Centurion

An appropriate National Diploma, bachelor's degree in computer science, Software Engineering, or equivalent relevant qualifications at NQF level 6. with 3 years' minimum experience in development and customization, and operation and maintenance of ICT based Software systems Engineering. **Process Competencies:** Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. **Core Competencies:** Strategic Capacity and Leadership, People Management and Empowerment, Financial Management, Change Management, Programme, and project Management. **Technical competencies: In depth knowledge and understanding of:** ICT system designing/developing. Maintaining and Support. High Proficiency level of visual basic, C-sharp, Power BI, SQL database, HTLM and ASP net. for minimum 2 years.

DUTIES:

The successful candidate will perform the following duties: maintenance and optimization of the Municipal Infrastructure Performance Information System (MIPMIS- system back-end front and Maintenance and optimization of the MIPMIS modules: a) Infrastructure Module; b) Project module; c) Reporting modules; d) Back to basics module; e) Incident reporting module; f) Administration module. System and end-user support. System interface. System enhancement and development. Development of modules for Management of MISA businesses as and when required and operate and maintain the same. Database management. System training and advocacy. Customisation of system report according to user requirement.

APPLICATIONS:

Please forward your application, quoting the relevant reference number: MISA-SE-12@misa.gov.za

APPLICATIONS ENQUIRIES:

Makhubele Kulani /Nommiselo Mtini Tel: 012 8485308/5305

POST:

REFERENCE NO:

SALARY:

CENTRE:

REQUIREMENTS:

LEGAL ADMINISTRATIVE OFFICER X1

MISA-LAO-13

R 306 537 – R 1 005 801 Total cost package per annum (OSD)

MISA Head Office - Centurion

MR 3: LLB degree or equivalent relevant qualification plus 5 years post qualification experience in the legal profession. **MR 4:** LLB degree or equivalent relevant qualification plus 8 years post qualification experience in the legal profession. **MR 5:** LLB degree or equivalent relevant qualification plus 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. Tender and contract administration; Preferential Procurement Policy Framework 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: MISA-LAO-13@misa.gov.za

APPLICATIONS ENQUIRIES: Nommiselo Mtini/ Kulani Makhubele Tel: 012 8485305/5308

POST: BID ADMINISTRATOR X1

REFERENCE NO: MISA-BA-14

SALARY: R 294 321 – R 343 815 per annum (Salary Level 7)

CENTRE: MISA Head Office, Centurion

REQUIREMENTS: An appropriate 3-year National Diploma or Degree in Logistics/ Supply Chain Management/ Finance/ Commerce/ Public Management at NQF level 6 with 1-2 years' experience in the field of Supply Chain Management /procurement. **Core Competencies:** Reliability, Time Management, Communication (written and verbal), Interpersonal Relations, Planning and **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: Source quotations for goods and services, prepare purchase order for approval, Perform Bid Administration function including compiling of bid document, advertising of bids, administer closing of bid box, accurate recording of bids received and render secretariat service of Bid Committees, maintain efficient filing of requisition received and purchase orders issued, perform other related function as directed by the manager.

APPLICATIONS: Please forward your application, quoting the relevant reference number, to MISA-BA-14@misa.gov.za

APPLICATIONS ENQUIRIES: Makhubele Kulani /Nommiselo Mtini Tel: 012 8485308/5305

POST: REGISTRY CLERK: SECURITY AND FACILITIES MANAGEMENT SERVICES

REFERENCE NO: MISA-RC-SFM-15

SALARY: R 202 233 – R 235 611 per annum (Salary level 5)

CENTRE: MISA Head Office, Centurion

REQUIREMENTS: An appropriate Senior certificate or equivalent 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 filing and record management services:** Opening and closing files according to record classification system, correct allocation of reference numbers according to the approved file plan, filing/ 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 archiving 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-SFM-15@misa.gov.za

APPLICATIONS ENQUIRIES: Makhubele Kulani /Nommiselo Mtini Tel: 012 8485308/5305

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 DPSSA web site link: <https://www.dpsa.gov.za/> newsroom. Applicants are NOT required to submit copies of qualifications and other relevant documents on application BUT must submit new Z83 application form and must be accompanied by a recently updated comprehensive CV with contactable references. 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. (applicants are not submitting attachments/ proof/ID/Qualifications/Driver's licence on application, applicants are submitting Z83 and CV ONLY). 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) 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>