

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.

Candidates should therefore possess managerial skills at different levels of proficiency of the posts. **Shortlisted candidates could be expected to complete management competency assessments.**

CLOSING DATE:

POST:

REFERENCE NO:

SALARY:

DEPUTY DIRECTOR-GENERAL: Technical Support Services (TSS)
MISA/DDG-TSS/01

R 1 741 770 per annum (salary level 15), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary) and a flexible portion that may be structure according to the personal needs within a framework.

CENTRE:

REQUIREMENTS:

MISA Head Office - Centurion

An appropriate Degree in Finance, Built Environment- Engineering, Law, Public Administration/Management or equivalent relevant qualification at NQF level 8 as recognised by SAQA with 8 extensive years' experience at 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, People Management 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: Oversee the provision of technical support and capabilities to enhance the delivery of municipal infrastructure programmes. 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 ddg-tss-01@misa.gov.za

APPLICATIONS ENQUIRIES:

Ms Kenosi Mathole & Mr Josephat Makuba TEL: 012 848 5382/5367

POST:

REFERENCE NO:

SALARY:

DEPUTY DIRECTOR GENERAL: INFRASTRUCTURE DELIVERY
MANAGEMENT SUPPORT SERVICES (IDMSS)

MISA/DDG-IDMSS/02

R 1 741 770 per annum (salary level 15), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of package), the State's contribution to the Government Employee Pension

Fund (13% of basic salary) and a flexible portion that may be structure according to the personal needs within a framework.

CENTRE:
REQUIREMENTS:

MISA Head Office, Centurion

An appropriate Degree in Built Environment- Engineering, Law, Public Administration/Management, Finance or equivalent relevant qualification at NQF level 8 as recognised by SAQA with 8 years' extensive experience at 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, People Management and Empowerment, Financial Management, Change Management, Programme and project Management **Technical competencies:** In depth knowledge and understanding of: Government and private sector infrastructure development approaches; Public Private Partnership and other alternative Infrastructure Delivery Models. Stakeholder Management; Infrastructure Procurement and Contract Management, and Infrastructure Financing.

DUTIES:

The successful candidate will perform the following duties: Oversee the provision of infrastructure management support on projects, operations and maintenance of municipal infrastructure; provide infrastructure programme coordination; Coordinate the development and implementation of the National Framework for contracting municipal infrastructure services and Facilitate processes to support innovation and source funding (e.g. grants, donor funds, loans, PPP, etc.) for infrastructure development.

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to ddq-idms-02@misa.gov.za

APPLICATIONS ENQUIRIES:

Ms Kenosi Mathole & Mr Josephat Makuba TEL: 012 848 5382/5367

POST:
REFERENCE NO:
SALARY:
CENTRE:
REQUIREMENTS:

SPECIALIST ENGINEER: WATER AND SANITATION

MISA/SE-WS/03

R 1 757 838 total cost package, per annum (OSD)

MISA Head Office - Centurion

An appropriate Master's degree in Civil Engineering (M Eng / MSc Eng) specializing in Water and Sanitation or relevant qualification at NQF level 9 as recognised by SAQA with Ten (10) years post-qualification experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. **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 advanced research, knowledge application and provide specialized expert advice on water and sanitation engineering field. Develop and review municipal sector master plans.

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to se-ws-03@misa.gov.za

APPLICATIONS ENQUIRIES :

Ms Zipho Thete & Nommiselo Mtini TEL : 012 848 5308/5401/ 5305

POST:
REFERENCE NO:
SALARY:
CENTRE:
REQUIREMENTS:

SPECIALIST ENGINEER: SOLID WASTE MANAGEMENT
MISA/SE-SWM/04
R 1 757 838 Total cost package per annum (OSD)
MISA Head Office - Centurion

An appropriate Master's degree in Civil Engineering (M Eng / MSc Eng) specializing in Waste Management, Environmental Management, or equivalent relevant qualification at NQF level 9 as recognised by SAQA with Ten (10) years post-qualification experience in solid waste management. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. **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 and 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 se-swm-04@misa.gov.za

APPLICATIONS ENQUIRIES :

Ms Zipho Thete & Nommiselo Mtini TEL : 012 848 5308/5401/ 5305

POST:
REF NO:
SALARY:
CENTRE:
REQUIREMENTS:

CHIEF ENGINEER (CIVIL)
MISA/CE-KZN/05
R 1 200 426 total cost package per annum (OSD)
KwaZulu-Natal- Pietermaritzburg

An appropriate Civil Engineering Degree (B Eng/ BSc Eng) or equivalent relevant qualification at NQF 7 as recognised by SAQA with six (6) years' post-qualification experience in Civil Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. **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 ce-kzn-05@misa.gov.za

APPLICATIONS ENQUIRIES : Ms Zipho Thete & Nommiselo Mtini TEL : 012 848 5308/5401/ 5305

POST: PROFESSIONAL ENGINEERS (CIVIL) X5
REFERENCE NO: MISA/PE-CIV/06
SALARY: R 795 147 total cost package per annum (OSD)
CENTRE: Kwazulu-Natal- Pietermaritzburg x2, Northwest- Vryburg x2 & Northern Cape- Kimberley

REQUIREMENTS: An appropriate Degree in Civil Engineering (B Eng/ BSc Eng) or equivalent relevant qualification at NQF level 7 as recognised by SAQA with three (3) years post-qualification experience in Civil Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. 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 pe-civ-06@misa.gov.za

APPLICATIONS ENQUIRIES : Ms Zipho Thete & Nommiselo Mtini TEL : 012 848 5401/5308/ 5305

POST: PROFESSIONAL ENGINEER: ELECTRICAL X3
REFERENCE NO: MISA/PE-ELC/07
SALARY: R 795 147 total cost package per annum (OSD)
CENTRE: KwaZulu Natal- Newcastle, Free State - Bloemfontein & Eastern Cape- Gqeberha

REQUIREMENTS: An appropriate Degree in Electrical Engineering (B Eng/ BSc Eng) or equivalent relevant qualification at NQF level 7 as recognised by SAQA with three (3) years' post-qualification experience in Electrical Engineering. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. **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 pe-elec-07@misa.gov.za

APPLICATIONS ENQUIRIES :

Ms Zipho Thete & Nommiselo Mtini TEL : 012 848 5308/5401/ 5305

POST:

REGIONAL AND TOWN PLANNER x 2

REFERENCE NO:

MISA/RTP-EC/08

SALARY:

R 721 476 total cost package per annum (OSD)

CENTRE:

Eastern Cape- Mthatha & East London

REQUIREMENTS:

An appropriate Degree in Urban / Town and Regional Planning or equivalent qualification at NQF 7 as recognised by SAQA with three (3) years post-qualification in Urban / Town and Regional Planning experience and registered as professional with SACPLAN. **Process Competencies:** Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus and Communication **Change Management. Core Competencies:** Strategic Capacity and Leadership, People Management and Empowerment, Programme and Project Management and Financial 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 knowledge of legal compliance, Urban/ Town and Regional Planning professional judgement and Computer aided applications.

DUTIES:

The successful candidate will perform the following duties: Support Town Planning process in accordance with South African Policies, Acts, Regulations, and Industry Guidelines following MISA and Municipal Norms and Practices. Support municipalities to compile Spatial Development Framework (SDF) as part of IDP processes. Support municipalities to compile guidelines and evaluation of land use management schemes (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 rtp-ec-08@misa.gov.za

APPLICATIONS ENQUIRIES :

Ms Zipho Thete & Nommiselo Mtini TEL : 012 848 5308/5401/ 5305

POST:

**ESD PROGRAMME MANAGER – Chief Director Level (Eastern Seaboard)
12 months contract**

REFERENCE NO:

MISA/ESD-PRM/09

SALARY:

R 1 436 022 – total cost package per annum

CENTRE:

MISA Head Office - Centurion

REQUIREMENTS:

An appropriate Degree in Built Environment or equivalent qualification at NQF level 7 as recognised by SAQA with five (5) years' experience at senior management level. Extensive experience in programme and project management. Post graduate qualification as added advantage. **Core Competencies:** Strategic Capacity and Leadership. People management and Empowerment. Expert-level knowledge in Programme, Project Management and Change Management. Financial Management (Resource mobilisation, project finance, profitability management skills). Resilience and resourcefulness. **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: Project finance, investment management,

Built management and delivery of infrastructure Projects. Contract Management. Engineering, legal, and operational compliance 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: Establish project and programme management capabilities for the management and implementation of the Eastern Seaboard Development. Oversee institutional project, programme and portfolio management. Coordinate Inter-Governmental Relations programmes and initiatives as well as guide multiple-stakeholder relations on regional infrastructure development. Oversee, guide, and monitor and report on the Eastern Seaboard Development to relevant national, provincial and municipal structures. Key Responsibility Areas: Managing Project and Programme Delivery. Managing Project and Programme Governance. Managing Programme Communications and Change Management. Managing Internal & external Stakeholders within the Inter-Governmental Programmes and initiatives. Project Management Team Leadership. Project Tracking & Monitoring. Project Prioritization. Knowledge Management

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to esd-pm-09@misa.gov.za

APPLICATIONS ENQUIRIES :

Ms Zipho Thete & Nommiselo Mtini TEL : 012 848 5308/5401/ 5305

POST:

**ESD PROVINCIAL MANAGER X2 -Director level (Eastern Seaboard)
12 months contract**

REFERENCE NO:

MISA/ESD-PM/10

SALARY:

R 1 216 824 total cost package per annum

CENTRE:

MISA Head Office - Centurion

REQUIREMENTS:

An appropriate BTech or Degree in Built Environment or equivalent relevant qualification at NQF level 7 as recognised by SAQA with five (5) years' work experience in middle/senior management level in a related field and exposure in Local Government. Pre-entry SMS **Process Competencies:** Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Intergovernmental Relations (IGR). **Core competencies:** Strategic Capacity and Leadership. People Management and Empowerment. Financial Management and Change Management. **Technical competencies:** In depth knowledge and understanding of: Contract Management. Programme and Project Management. 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 leadership and management support to MISA personnel deployed in provinces. Establish and maintain relationships with key stakeholders at all levels including sector departments, provincial departments, and local government. Facilitate the identification of technical support areas in municipalities in a province. Ensure monitoring and reporting of technical support activities in line with MISA's monitoring and evaluation framework. Manage identified risks and escalate relevant matters to senior management within MISA.

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to esd-pm-10@misa.gov.za

POST:

DIRECTOR: PROJECT PREPARATION (INFRASTRUCTURE FINANCING)

REFERENCE NO:

MISA/D-PP-IF/11

SALARY:

R 1 216 824 per annum (salary level 13), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of package), the State's contribution to the Government Employee Pension

Fund (13% of basic salary and a flexible portion that may be structure according to the personal needs within a framework.

CENTRE:
REQUIREMENTS:

MISA Head Office - Centurion

An appropriate BTech or Degree in Built Environment or equivalent relevant qualification at NQF level 7 as recognised by SAQA with five (5) years' experience at a middle/senior management level and extensive experience in infrastructure delivery management: **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. Stakeholder management. Communication skills. **Technical Competencies:** In depth knowledge and understanding of Infrastructure delivery management processes and private sector investments. Knowledge in Financial Modelling. Knowledge of processes involved in preparation and packaging of projects for bankability. Understanding and knowledge of infrastructure funding models. Knowledge and understanding of local government legislation and other prescripts that regulate infrastructure delivery.

DUTIES:

The successful candidate will perform the following duties: provide support to municipalities with preparation processes of infrastructure projects and facilitate private sector investments. Support municipalities with municipal infrastructure allocations received from the national and provincial governments to prioritize infrastructure projects that provide basic services. Provide support to mobilize funding from the private sector for projects that are bankable (properly prepared and packaged). Support municipalities with the project preparation and packaging of funding proposals for infrastructure projects. 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 d-pp-11@misa.gov.za

APPLICATIONS ENQUIRIES :

Ms Zipho Thete & Nommiselo Mtini TEL : 012 848 5308/5401/ 5305

POST:
REFERENCE NO:
SALARY:

DIRECTOR: TECHNICAL COORDINATION
MISA/D-TC-IPDM/12

R 1 216 824 per annum (salary level 13), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion that may be structure according to the personal needs within a framework.

CENTRE:

MISA Head Office -Centurion

REQUIREMENTS:

An appropriate BTech or Degree in Built Environment or equivalent relevant qualification at NQF level 7 as recognised by SAQA with five (5) years' work experience in middle/senior management level in a related field and exposure in Local Government. SMS pre-entry certificate. **Process Competencies:** Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication Skills. Intergovernmental Relations (IGR). **Core competencies:** Strategic Capacity and Leadership. People Management and Empowerment. Financial Management and Change Management. **Technical competencies:** In depth

knowledge and understanding of: Contract Management. Programme and Project Management. 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 leadership and management support to MISA personnel deployed in provinces. Establish and maintain relationships with key stakeholders at all levels including sector departments, provincial departments and local government. Facilitate the identification of technical support areas in municipalities in a province. Ensure monitoring and reporting of technical support activities in line with MISA's monitoring and evaluation framework. Manage identified risks and escalate relevant matters to senior management within MISA.

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to d-tc-12@misa.gov.za

APPLICATIONS ENQUIRIES :

Ms Zipho Thete & Nommiselo Mtini TEL : 012 848 5308/5401/ 5305

POST:
REFERENCE NO:
SALARY:

DIRECTOR: IGR & EXECUTIVE SUPPORT
MISA/D-IES /13

R 1 216 824 per annum (salary level 13), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion that may be structure according to the personal needs within a framework.

CENTRE:
REQUIREMENTS:

MISA Head Office - Centurion

An appropriate BTech or Degree in Public Management/ Administration or equivalent relevant qualification at NQF level 7 as recognised by SAQA with five (5) years' experience at middle/senior management level. Extensive experience serving in an office of an Accounting Officer/Head of Department will serve as an added advantage. **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. Effective provisions of intergovernmental relations and Executive Support services to the Agency. Provide technical, administrative and secretariat support services. Provide intergovernmental relations and administrative support services. Maintain PSA and PFMA delegation register.

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to d-ies-13@misa.gov.za

APPLICATIONS ENQUIRIES :

Ms Zipho Thete & Nommiselo Mtini TEL : 012 848 5308/5401/ 5305

POST:
REFERENCE NO:
SALARY:

DIRECTOR: COMMUNICATIONS
MISA/D-COM/24

R 1 216 824 per annum (salary level 13), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion that may be structure according to the personal needs within a framework.

CENTRE:
REQUIREMENTS:

MISA Head Office, Centurion

An appropriate Degree in Communications, Public Relations, Journalism, Media Studies or equivalent relevant qualification at NQF 7 as recognised by SAQA. Five (5) years' experience at middle/ senior management level in the relevant functions (e.g., Communications, public relations, stakeholders engagements, etc). Extensive experience in the development and implementation of organisations communication strategies. Extensive experience in coordinating multi-stakeholders and inter-governmental multi-media communication campaigns and knowledge of development communication, proven leadership capabilities, and sound interpersonal and project management skills. Demonstrable experience in fostering strong external media relationships, and organisational brand positioning and enhancement to safeguard and enhance the organization's reputation. **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 Communication & Information Management processes and systems, In depth understanding of government communication protocols, norms and standard. Knowledge and understanding of latest best practice in digital and social media communication. Knowledge of the functioning of multi-media channels for communication and information dissemination. In depth knowledge of stakeholders analysis tools.

DUTIES:

The successful candidate will perform the following duties: Provide strategic leadership in communication services. Develop communication strategies and plans and provide communication support. Provide internal and external communication services and media liaison support. Develop and ensure optimal implementation of social media communication strategy. Manage the development of strategic communications content and Promotion of access to information (content gathering, production and dissemination). Perform public liaison and events management functions. Provide publication and photojournalism services. Develop and maintain the departmental website. Coordinate strategic stakeholder engagements to support implementation of communication programmes. Provide strategic direction for the overall functioning and performance of the Directorate to ensure targets are met and manage human and financial resources of the Directorate according to departmental prescripts.

APPLICATIONS:

Please forward your application, quoting the relevant reference number, d-com-24@misa.gov.za

APPLICATIONS ENQUIRIES :

Ms Zipho Thete & Nommiselo Mtini TEL : 012 848 5308/5401/ 5305

POST:
REFERENCE NO:
SALARY:

DIRECTOR: FINANCIAL MANAGEMENT SERVICES
MISA/D-FMS/25

R 1 216 824 per annum (salary level 13), an all-inclusive remuneration package. The all-inclusive remunerative package consists of basic salary (70% of package), the State's contribution to the Government Employee Pension Fund (13% of basic salary and a flexible portion that may be structure according to the personal needs within a framework.

CENTRE:
REQUIREMENTS:

MISA Head Office, Centurion

An appropriate Degree in Financial Management, Auditing, Accounting, or equivalent relevant qualification at NQF 7 as recognised by SAQA with five (5) years' experience at middle/senior management level in financial management services. Experience in SAGE Pastel and CaseWare systems and risk management and auditing will be an added advantage. **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: GRAP Standards, Financial Management, Financial Accounting, Budgeting, Salary

Administration and Cashflow Management. Analytical abilities, creative and innovative thinking, Interpersonal Relations and Report writing skills.

DUTIES:

The successful candidate will perform the following duties: Manage Financial and Management Accounting sections. Manage and co-ordinate budget planning, expenditure and revenue management services. Oversee the book-keeping services. Render financial systems control services. Formulate and co-ordinate input into the development of policies and procedure relevant to financial management. Ensure preparation and review of Interim and Annual Financial Statements. Attend and follow-up on audit queries from both internal and external audits. Ensure compliance with all applicable regulations. Review salary administration and employee's tax. Provide inputs in strategic and operational planning and execution, financial modelling, budgets, cash flow management, project accounting, asset management and other statutory reports as required. Prepare and review of financial reports.

APPLICATIONS:

Please forward your application, quoting the relevant reference number, d-fms-25@misa.gov.za

APPLICATIONS ENQUIRIES :

Ms Zipho Thete & Nommiselo Mtini TEL : 012 848 5308/5401/ 5305

POST:

DEPUTY DIRECTOR: INSTITUTIONAL PERFORMANCE AND PROGRAMME EVALUATION

REFERENCE NO:

MISA/DD- IPPE/14

SALARY:

R 849 702 total cost package per annum (Salary level 11)

CENTRE:

MISA Head Office - Centurion

REQUIREMENTS:

An appropriate National Diploma or Degree in Public Administration/ Business Management /Business Administration or equivalent qualification at NQF 6 as recognized by SAQA. A relevant postgraduate qualification in Monitoring and Evaluation will be an added advantage. A minimum of 3-5 years' relevant experience in the field, preferably in the public sector, and at least two years' supervisory experience. **Core Competencies:** Diversity Management, Communication and Information Management, Human Resource Practices, Problem solving and decision making. **Process Competencies:** Applied Strategic Thinking, Policy Formulation, Organizational Strategy, Team Leadership, Developing others, Constitutional, Legal and institutional arrangement.

DUTIES:

The successful candidate will perform the following duties: The successful candidate will perform the following duties: Provide monitoring and evaluation service. Monitor strategic leadership to the institutional performance assessment and programme evaluation, review and implement a monitoring and evaluation framework, provide assistance to programmes in the design of monitoring and evaluation systems with associated procedures, Monitor evaluate and report on programme performance aligned to statutory prescripts, Advice and support service to maintain appropriate levels of monitoring and evaluation outputs. Coordinate the implementation of the organization evaluation plan.

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to: dd-ippe-14@misa.gov.za

APPLICATIONS ENQUIRIES :

Ms Zipho Thete & Nommiselo Mtini TEL : 012 848 5308/5401/ 5305

POST:

INFORMATION SECURITY OFFICER

REFERENCE NO:

MISA/ISO-IT/15

SALARY:

R 849 702 total cost package per annum

CENTRE:

MISA Head Office - Centurion

REQUIREMENTS:

A 3- year appropriate National Diploma or Degree in Computer Sciences or equivalent qualification at NQF level 6 as recognised by SAQA. Membership of a professional body in the Information Security field and or Information Security specific certificate will serve as an advantage. A minimum of 3-5 years demonstrated experience in the Information Security field. **Process Competencies:** Knowledge management, Service Delivery Innovation, Problem solving and Analysis, Client Orientation and customer Focus.

Communication. **Core Competencies:** Applied Strategic Thinking, Problem Solving and Decision making, Planning and organising, Interpersonal relations, Team management Project Management. **Technical competencies:** In depth knowledge and understanding of server and Security devices management Reporting Processes and Systems. Presentation and Writing skills, People management. Diversity management

DUTIES:

The successful candidate will perform the following duties: To provide information Security support services. Analyse information security gaps, challenges and implement remedial action strategies. Manage, coordinate and oversee the daily operational activities of MISA to ensure that it functions effectively and efficiently. Collaborate with relevant internal and external stakeholders to identify, monitor and manage IS risks proactively.

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to iso-it-15@misa.gov.za

POST:
REFERENCE NO:
SALARY:
CENTRE:
REQUIREMENTS:

DEPUTY DIRECTOR: PROJECT MANAGEMENT AND COORDINATION
MISA/DD-PMC/16
R 849 702 total cost package per annum (Salary level 11)
MISA Head Office - Centurion

An appropriate 3-year National Diploma/ Degree in Built Environment or equivalent qualification at NQF level 6 as recognised by SAQA. Minimum of 3-5 years relevant experience of which at least 3-years should be experience at Assistant Director Level performing project management and coordination. **Generic competencies:** Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communications. **Core competencies:** Leadership. Motivation. Communication. Organization. Prioritization. Problem solving. Adaptability. **Technical competencies:** Knowledge and understanding of the Project Management Tools and systems. Information management systems. Project Management nine + one knowledge areas. Contract Management. Built environment, legal, operational compliance and professional judgement. Built environment operational communication.

DUTIES:

The successful candidate will perform the following duties: Coordinate the implementation of the project management and methodologies Coordination. Coordinate and report on projects. Coordinate work of project management office (Sector Departments) in alignment with municipal IDPs. Conduct sector research, design specialist solutions and provide support expert advice on infrastructure projects. Coordinate relations on sector programmes and projects. Check project compliance with MISA methodology and highlight any issues to the Programme Manager.

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to dd-pmc-16@misa.gov.za

APPLICATIONS ENQUIRIES :

Ms Zipho Thete & Nommiselo Mtini TEL : 012 848 5308/5401/ 5305

POST:
REFERENCE NO:
SALARY:
CENTRE:
REQUIREMENTS:

DEPUTY DIRECTOR: COMPLIANCE
MISA/DD-C/17
R 849 702 total cost package per annum
MISA Head Office - Centurion

An appropriate 3-year National Diploma/ Bachelor's degree (NQF6) in Compliance Management/Risk Management/Law/Commerce. Minimum of 5 years' functional experience in compliance management/integrity management/risk management preferably in public sector environment of which 3 years' must be at an Assistant Director level. Computer Literacy (MS Office Packages). A certificate in Compliance Management would be an added advantage.

Core competencies: Strategic Capacity and Leadership. People Management and Empowerment. Ability to plan, organize and manage delivery of outputs. **Knowledge:** Public Service Act and regulation. Corporate governance requirements. Promotion of Access to information Act. Promotion of Justice to Information Act. Public Finance Management Act. National Treasury Regulations. Public sector financial management and legal

framework. Auditing Standards and leading practices applicable to the public sector. Enterprise risk management concepts, frameworks and methods. **Process competencies:** Diversity Management. Planning and organising. Problem solving. Project or programme management. Leadership. Risk management. Knowledge Management. Legislative framework. Client orientation and customer focus. Communication.

DUTIES:

The successful candidate will perform the following duties:

Development, implementation and maintenance of compliance management plans, policies and strategies, include fraud prevention plan. Research and update applicable legislation and develop compliance universe. Monitor and evaluate compliance management programme in the department. Implement ethics management programmes. Manage the coordination of awareness campaigns to alert employees of applicable legislations, regulations and ethics programmes. Discharge duties of the designated ethics officer. Support with the implementation of business continuity management. Compile and submit all required reports to management and other relevant stakeholders.

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to dd-comp-17@misa.gov.za

APPLICATIONS ENQUIRIES :

Ms Zipho Thete & Nommiselo Mtini TEL : 012 848 5308/5401/ 5305

POST:

REFERENCE NO:

SALARY:

CENTRE:

REQUIREMENTS:

ASSISTANT PROVINCIAL MANAGER X 1

MISA/APM-LP/18

R 849 702 total cost package per annum (Salary Level 11)

Limpopo - Polokwane

An appropriate 3-year National Diploma or Degree in Built Environment or equivalent relevant qualification at NQF level 6 as recognised by SAQA with 3-5 years' experience in the relevant field and exposure in Local Government of which 3 years 'should be experience at Assistant Director level. **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 apm-lim-18@misa.gov.za

APPLICATIONS ENQUIRIES :

Ms Zipho Thete & Nommiselo Mtini TEL : 012 848 5308/5401/ 5305

POST:

REFERENCE NO:

SALARY:

CENTRE:

REQUIREMENTS:

EXECUTIVE ASSISTANT – Deputy Director level

MISA/EA-CEO/19

R 849 702 per annum (Salary Level 11)

MISA Head Office - Centurion

An appropriate 3-year National Diploma or Degree in Public Administration/ Management or equivalent relevant qualification at NQF level 6 as recognised by SAQA. Minimum of 3-5 years' experience rendering administrative support in the executive office of which 3 years should be at Assistant Director level in the relevant field. **Core Competencies:** Applied Strategic Thinking Problem Solving & Decision Making. Project Management. Developing others. Team leadership. Diversity Management. Communication & Information Management. **Technical Competencies:** Administrative skills. Coordination

skills. Presentation skills. Verbal and written communication skills. Relationship building skills. Planning and Organising skills.

DUTIES:

The successful candidate will perform the following duties: Provide operational support service to the Chief Executive Officer's office. Coordinate and integrate activities of the organisation. Manage outstanding matters between the office of the Chief Executive and all Branches. Manage the operational activities of the CEO. Handle correspondence on behalf of the CEO. Provide secretarial support to the CEO's meetings. Facilitate events and co-ordinate all projects for the office of the CEO.

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to ea-ceo-19@misa.gov.za

APPLICATIONS ENQUIRIES :

Ms Zipho Thete & Nommiselo Mtini TEL : 012 848 5308/5401/ 5305

POST:

ESD PROGRAMME ADMINISTRATOR X 2 – Assistant Director level 12 months contract

REFERENCE NO:

MISA/ESD-PRA/20

SALARY:

R 444 360 per annum (Salary Level 9)

CENTRE:

MISA Head Office - Centurion

REQUIREMENTS:

An appropriate 3-year National Diploma or Degree in Built Environment or equivalent relevant qualification at NQF level 6 as recognised by SAQA with 3-5 years' experience of which 2 years should be supervisory level 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 ESD Project Manager. Manage and maintain relationships with key stakeholders. Coordinate the implementation of the ESD project plans. Support monitoring and reporting of Eastern Seaboard Development activities in line with MISA's monitoring and evaluation framework. Report, manage and mitigate the identified risks within ESD programme.

APPLICATIONS:

Please forward your application, quoting the relevant reference number, to esd-pa-20@misa.gov.za

APPLICATIONS ENQUIRIES :

Ms Zipho Thete & Nommiselo Mtini TEL : 012 848 5308/5401/ 5305

POST:

ASSISTANT DIRECTOR: IAA x2

REFERENCE NO:

MISA/ASD-IAA/21

SALARY:

R 444 360 per annum (Salary Level 9)

CENTRE:

MISA Head Office - Centurion

REQUIREMENTS:

An appropriate 3-year National Diploma or Degree in Built Environment or equivalent relevant qualification at NQF 6 as recognised by SAQA. Minimum 3-5 years' experience of which 2 years should be supervisory level in the relevant field. **Core Competencies:** Applied Strategic Thinking. Problem Solving and Decision making. Planning and organising. Interpersonal relations. Team management and Project Management. **Process competencies:** Knowledge management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and customer Focus. Communication. Programme and Project Management. **Technical Competencies:** Reporting Processes and Systems. Presentation and Writing skills. People management. Diversity management.

DUTIES:

The successful candidate will perform the following duties: Coordinate and conduct infrastructure asset assessment and analysis. Develop Infrastructure Asset Register. Provide technical support to municipalities in assessing infrastructure maintenance budgets and expenditure to determine provision for maintenance requirements. Provide technical support to

municipalities in the analysis of infrastructure plans and expenditure against budget, including infrastructure maintenance.

APPLICATIONS: Please forward your application, quoting the relevant reference number, to asd-iaa-21@misa.gov.za

APPLICATIONS ENQUIRIES: Ms Zipho Thete & Nommiselo Mtini TEL : 012 848 5308/5401/ 5305

POST: HR CLERK x2: HUMAN RESOURCE MANAGEMENT
REFERENCE NO: MISA/HRC: HRM/22
SALARY: R 216 417 per annum salary level 5
CENTRE: MISA Head Office, Centurion
REQUIREMENTS: An appropriate Senior certificate or equivalent qualification as recognised by SAQA. **Process Competencies:** Problem Solving, Planning and Organising, Communication (Verbal & Written) and Computer Literacy. **Technical competencies:** In depth knowledge and understanding of: Human Resource Management functions. Filing system and relevant HR legislations. Promotion of access to information Act and National archives. Promotion of Personal Information Act.

DUTIES: The successful candidate will perform the following duties: Provide Human Resource support services. Process transactions on PERSAL system. Ensure effecting document management of transactions. Perform general administrative functions, including performing secretariat services at shortlist and interviews. Take minutes. Draft submissions. Distribute and collect documents on HRM & D matters.

APPLICATIONS: Please forward your application, quoting the relevant reference number, to hrc-hrm-22@misa.gov.za

APPLICATIONS ENQUIRIES: Ms Zipho Thete & Nommiselo Mtini TEL : 012 848 5308/5401/ 5305

POST: HR REGISTRY CLERK
REFERENCE NO: MISA/RC: HRM/23
SALARY: R 216 417 per annum salary level 5
CENTRE: MISA Head Office, Centurion
REQUIREMENTS: An appropriate Senior certificate or equivalent qualification as recognised by SAQA. **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: Render an effective filing and record management services: Opening and closing files HR 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 HR records. Distribute and collect documents on HRM & D matters.

APPLICATIONS: Please forward your application, quoting the relevant reference number, to hrrc-hrm-23@misa.gov.za

APPLICATIONS ENQUIRIES: Ms Zipho Thete & Nommiselo Mtini TEL : 012 848 5308/5401/ 5305

2024 TO 2026 GRADUATE INTERNSHIP PROGRAMME

Municipal Infrastructure Support Agent (MISA) invites South African unemployed graduate who are between the ages of 18-35 to apply for the 2024/2026 MISA graduate Internship programme.

<u>POST</u>	<u>SECURITY AND FACILITIES MANAGEMENT SERVICES INTERN X1 REF NO: MISA/SFMS/24</u> Chief Directorate: Corporate Services
<u>STIPEND CENTRE REQUIREMENTS</u>	R7450.62 per month MISA Head Office, Centurion National Diploma (NQF 6) /Degree (NQF 7) in Records Management.
<u>APPLICATIONS:</u>	Please forward your application, quoting the relevant reference number, to hrm-sfms-24@misa.gov.za
<u>ENQUIRIES:</u>	Mr Nkosikhona Zuma/Ms Gugu Gumede Tel: 012 848 5364/5337/5401
<u>POST:</u>	<u>RISK MANAGEMENT INTERN X1 REF NO: MISA/RM/25</u> Chief Directorate: Risk Management
<u>STIPEND CENTRE REQUIREMENTS</u>	R7450.62 per month MISA Head Office, Centurion National Diploma (NQF 6) /Degree (NQF 7), Honours Risk Management.
<u>APPLICATIONS:</u>	Please forward your application, quoting the relevant reference number, to hrm-rm-25@misa.gov.za
<u>ENQUIRIES</u>	Mr Nkosikhona Zuma/Ms Gugu Gumede Tel: 012 848 5364/5337/5401
<u>POST</u>	<u>PROJECT MANAGEMENT INTERN X1 REF NO: MISA/PMO/26</u> Chief Directorate: PMO
<u>STIPEND CENTRE REQUIREMENTS</u>	R7450.62 per month MISA Head Office, Centurion National Diploma (NQF 6) /Degree (NQF 7) in Project Management
<u>APPLICATIONS:</u>	Please forward your application, quoting the relevant reference number, to hrm-pmo-26@misa.gov.za
<u>ENQUIRIES</u>	Mr Nkosikhona Zuma/Ms Gugu Gumede Tel: 012 8485364/5337/5401

Applications will not be considered after the closing date: 6 December 2024

NOTE FOR ALL APPLICATIONS: Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/ "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified qualifications, all non-SA citizens must submit a copy of proof of permanent residence in South Africa.. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for all posts will be subjected to (1) a technical/practical exercise; (2) integrity assessment (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification; and for SMS posts (4) verification a generic managerial competency assessment and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interest declaration within one month of appointment and annually thereafter. The department reserves the right not to fill the post(s). Note for SMS posts - prior to appointment, a candidate will be required to complete the Nyukela Programme, a pre-entry certificate to Senior Management Services is an online course offered by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

For Professional Engineers posts, please indicate province of preference.