



"re gatela Pele" "we moving Forward" "ons gaan Vorentoe"

The Kgatllopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatllopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

**APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATION FOR THE FOLLOWING VACANT
FIXED TERM POST (36 MONTHS)**

**DEPARTMENT: TECHNICAL INFRASTRUCTURE AND COMMUNITY SERVICES
POST: PROJECT MANAGEMENT UNIT ADMINISTRATOR**

(REFERENCE NO: KLM 03/ 2022/2023)

ANNUAL REMUNERATION WILL BE BASED ON A TASK 7 (R 181 934.00)

REQUIREMENT AND QUALIFICATIONS:

- NQF Level 5 or 6 Qualification in Project Management/Building Science/Civil Engineering
- Minimum of 3 – 5 years' experience in relevant/similar work (Project Administrator/Project Coordinator or similar role associated with the built-industry)
- Hands-on experience with flowcharts, technical documentation and schedules
- Knowledge of project management software (Project Libre/ Microsoft Project)
- Solid organization and time-management skills
- Team spirit
- PMP will be an added advantage

KEY PERFORMANCE AREAS:

- Schedule regular meetings and record decisions (assigned tasks and next steps)
- Break projects into doable tasks and set timeframes and goals
- Create and update workflows
- Conduct risk analyses
- Prepare and provide documentation to internal teams and key stakeholders
- Order resources, like equipment and software
- Retrieve necessary information (user/client requirements and relevant case studies)
- Track expenses and predict future costs
- Monitor project progress and address potential issues
- Coordinate quality controls to ensure deliverables meet requirements
- Measure and report on project performance
- Act as the point of contact for all participants
- Receive/collect data and create monthly folder for record (data management)
- Verify EPWP & MIG Project Reported Data before capturing.
- Clean and transfer EPWP & MIG Project reported data to EPWP & MIG Reporting System simplified form (MIS). Upload, verify cleaned data on the EPWP reporting system and submit for authorisation.
- Capture all allocated EPWP reports from all SRI projects.
- Receive/ Collect data and create monthly folder for record (Data)management.
- Verify EPWP & MIG Project Reported data before capturing.

Financial interest;

- Kgatllopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
- If no communication has been received from us within thirty (30) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof

will automatically disqualify the applicant.

- The successful candidate will be held personally liable for certain costs incurred during recruitment if he or she, after being appointed decline to accept the appointment.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable, must be addressed/sent to:

Applications can to post to The Municipal Manager
Attention: Mr. W. Blundin
Kgatelopele Municipality
P.O. Box 43
DANIELSKUIL
8405

Or can be hand delivered at:

Kgatelopele Municipality at the Human Resource Office.
Enquiries may be directed to Senior Human Resource Management: Corporate Services, Ms. M. C. Pienaar (053) 384 8600 during office hours between 07:30 am – 16:45pm Monday to Thursdays and Fridays till 15:30pm.

CLOSING DATE: 02 September at 12:00pm