

17 SEP 2026



Mnquma Local Municipality * 61 Blyth Street * Butterworth * 4960

Postal Address: * PO Box 36 * Butterworth * 4960

Tel: (047) 050 1100 * www.mnquma.gov.za

EXTERNAL ADVERTISEMENT: VACANT POSITION

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED CANDIDATES FOR THE FOLLOWING POSITION:

INFRASTRUCTUREAL DEVELOPMENT

POSITION	: PROJECT MANAGER
TASK GRADE	: 14
SALARY	: R558 408.35 – R724 838.00 PER ANNUM
DURATION	: PERMANENT
REF NO	: MNQ/CS/PR/2026/19

Minimum Requirements:

- ❖ Grade 12
- ❖ National Diploma in Civil Engineering or relevant Diploma from accredited institution.
- ❖ 03 years of experience in management of civil engineering capital projects.
- ❖ Code: 08 driver's license.
- ❖ Proficient in MS Office applications e.g. Excel, Word, PowerPoint, MS Projects etc.

KNOWLEDGE AND SCOPE OF WORK: Manage major projects with extensive long-term impact and which are of a higher risk and complexity or may be medium-sized programmes. Manage multiple projects and/or minor to medium programmes. Supervise and/or co-ordinate staff; and make final interpretative decisions on project implementation issues of a complex nature in variable and unpredictable circumstances which will have an impact across the municipality or in internal service delivery.

CORE FUNCTIONAL COMPETENCIES:

- ❖ **Financial Management:** Maximises the municipalities' business sense and displays a sound business understanding in applying the most effective management practices to achieve municipal and project / programme financing goals and objectives.
- ❖ **Planning and Organising:** the ability to plan and organise the work unit using goal setting, objectives, targets, creating work schedules and work plans with associated resources and



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budgets, according to the municipality's procedures to achieve the tasks, functions, results of the work unit.

- ❖ **Monitoring and Control:** the ability to monitor the results of delegations, assignments, or projects, considering the skills, knowledge, and experience of the assigned individual and the characteristics of the assignment or project.
- ❖ **Project Management:** ability to harness the skills and expertise within a team to achieve the project goals in the most efficient and effective manner.

KEY PERFORMANCE AREAS (not limited to)

- ❖ Interpret client objectives and budget capital expenditure, developing and setting mission critical interventions with regards to implementation, communication strategies and project programme.
- ❖ Establish and implement control mechanisms to monitor and measure interim and final projects spent against budget.
- ❖ Implement social responsibility program and capacity building objectives through the alignment and implementation of structured building contracts and procurement policies.
- ❖ Determine the composition of the professional/technical team in conjunction with management and negotiating terms and conditions of consultants "appointment, monitor performance and, approve claims and payments.
- ❖ Direct and control the project team, consulting internal and external professionals and specialist professional consultants with a view to optimizing resources and verifying conformity with control measures.
- ❖ Interact, brief and managing diverse end users/ project originators and owners in a consultative forum to facilitate participation in decision making.
- ❖ Develop, recommend and implement alternative methods of contracting and Local Authoring procurement procedures to support scheduled completion of phases/ project.
- ❖ Facilitate discussions with interested parties and elicits and finalizes information pertaining to the design for inclusion into the contract documentation.



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- ❖ Process the design through technological development and co-ordination of the input of professionals from other disciplines to support the production and utilization of documents for tendering, construction administration and cost and quality control phases.
- ❖ Monitor progress and respond to technical and contractual queries, adjudicating claims.
- ❖ Evaluate adherence and compliance with laid down quality standards and contractual terms and discuss and resolve deviations.
- ❖ Apply legislative knowledge applicable to engineering practice and referring to contractual terms and conditions to mediate and arbitrate on disputes.

ADDITIONAL INFORMATION:

- ❖ Candidates will be subjected to screening, vetting and verification of qualifications.
- ❖ The successful candidate will be required to sign an employment contract, a performance agreement, Job description and a disclosure of financial interest.

INSTRUCTIONS TO APPLICANTS:

Interested candidates must please fill the application form completely and accurately, the form is obtainable from www.mnquma.gov.za and at Recruitment office – Tiyo Soga Building_ Mnquma Local Municipality together with CV, certified original copies of qualifications and ID, original certified copies not older than six (06) months for the attention of Ms V. Mviko Director Corporate Services: Mnquma Local Municipality, P.O. Box 36, Butterworth, 4960 or hand deliver at Recruitment office_ Tiyo Soga Building, no 61 Top Blyth Street Butterworth.
NB: Failure to comply with the above instructions will result in disqualification of your application.

Late, faxed and emailed applications will not be considered.

For enquiries you can call the HR Office @ 047 050 1136/1120 during office hours.



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The closing date for applications is 07 October 2026 at 16:30.

DISCLAIMER:

- ❖ Mnquma Local Municipality is an equal opportunity employer and is committed to the provisions of the Employment Equity Act No 55 of 1998 for the advancement of previously disadvantaged groups, people from designated groups are encouraged to apply (Disabled African male or female are encouraged to apply).
- ❖ By submitting your application for a position at the Mnquma Local Municipality, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related processes.
- ❖ The Municipality reserves the right not to make an appointment.
- ❖ Any misrepresentation or failure to disclose material information on the application will automatically disqualify your application.
- ❖ You also consent to the following risk checks should your application be shortlisted: Credit Record, CV validation, Employment record verification, Criminal check, and Identity validation.

NB. Only short-listed candidates will be contacted and if you are not contacted within six weeks after the closing date you may regard your application as unsuccessful.


MR S. MAHLASELA
MUNICIPAL MANAGER

MNQUMA
LOCAL MUNICIPALITY
DATE **17 SEP 2026**