



BITOU LOCAL MUNICIPALITY

Bitou Municipality is inviting applications for the following vacancy from suitably qualified and experienced professionals. Preference will be given to local residents before considering candidates outside the Bitou Municipal Area.

POSITION: PROJECT MANAGER
DIRECTORATE: ENGINEERING SERVICES
DIVISION: PROGRAMME MANAGEMENT UNIT
SECTION: ENGINEERING
BASIC SALARY: R 478 613,43 – R 621 261,16 per annum (T14) + MUNICIPAL BENEFITS
REF NO: NOTICE: 288 of 2024

QUALIFICATIONS AND EXPERIENCE: • Grade 12 • B Tech Degree in Civil Engineering • At least 3 -5 years post-graduation experience in the Project Management and Contract Administration of Civil Engineering Infrastructure Projects.

REQUIREMENTS AND SKILLS: • Capable to be registered with ECSA as a Professional Engineering Technologist • Ability to deal with and resolve conflict, work under pressure and meet deadlines • Good written and oral communication, report-writing, presentation and facilitation skills • Ability to implement work programmes • Advanced computer user (MS Office Applications) • Proficiency in at least two (2) of the three (3) official languages of the Western Cape (read, write and speak) • Must have a valid driver's license and own transport • Working knowledge of local government prescripts as it relates to the management of civil engineering infrastructure projects. Ability to work independently and under pressure • Willingness to work outside normal office hours and during emergencies • Registration with ECSA as a Professional Engineering Technologist (Pr Tech Eng) will be an advantage.

FUNCTIONS & RESPONSIBILITIES: • Provide project management services regarding the planning, design, procurement, construction and handover phases of Capital and Planned Maintenance projects related to Construction Projects in the built environment • Manage the effective and efficient implementation of projects • Manage and coordinate the activities of external service providers to ensure the successful implementation of the projects • Manage and administer the cost planning, procuring and implementation of Capital and planned maintenance projects • Manage the procurement process and ensure that all procurement documentation comply with the industry standards for uniformity, applicable regulations, contractual conditions and specifications • Manage the human resources and project team involved with the project • Manage and coordinate the handover of the project to the relevant portfolio manager or user department for operational purposes Review and comment on building plan applications • Attends to procedural administrative requirements, record keeping and reporting deadlines associated with the functionality • Keeps abreast of current developments, legislative changes, emerging trends and latest technologies in the profession. • Manage the Financial resources allocated to projects effectively • Manage any disputes arising from a project as well as the process.

COMPETENCIES REQUIRED

CORE PROFESSIONAL COMPETENCIES

- **Planning:** The ability to systematically identify, analyse and prioritise options to meet the short-, medium- and long-term requirements of the municipality.
- **Organisational Awareness:** The ability to understand the key drivers in the Local Government sector and the municipality in order to apply this understanding to meet the service delivery challenges.
- **Attention to Detail:** Ability to scrutinise own work and that of others to ensure accuracy and compliance with the relevant engineering standards.

FUNCTIONAL COMPETENCIES

- **Design:** The ability to design infrastructure in accordance with engineering codes and standards, and with due consideration for operational requirements, budgets, safety, cost effectiveness and environmental standards.
- **Project Management:** Ability to plan, co-ordinate and control the tasks of self and others in the delivery, operations and maintenance of infrastructure and other tasks, to the required specification and within budget and schedule.
- **Construction:** Knowledge of construction and maintenance processes, Monitors compliance to design specifications, health and safety regulations; and communicates in appropriate style in the oversight of construction personnel.
- **Operation and Maintenance:** The application of asset management for the operations and maintenance in the provision of municipal services and the ability to apply that understanding in the operational environment.

PUBLIC SERVICE ORIENTATION COMPETENCIES

- **Interpersonal relationships:** The ability to establish and maintain productive relationships with people within and outside of the municipality.
- **Service Delivery Orientation:** The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals.
- **Communication:** The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others.

PERSONAL COMPETENCIES

- **Action and outcome orientation:** The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable.
- **Resilience:** The ability to respond constructively to pressure / stress situations and the ability to persist goals despite obstacles and setbacks.
- **Change Readiness:** The ability to innovate and challenge the status quo and the ability to cope with change driven by others.
- **Cognitive ability:** The ability to gather information, analyse issues and deal with complexity and ambiguity. Shows long term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the 'Bigger Picture'.
- **Learning orientation:** The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement.
- **Accountability and Ethical Conduct:** Ability to display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in the public service and to adhere to codes of good corporate governance.

MANAGEMENT/LEADERSHIP COMPETENCIES

- **Impact and Influence:** The ability to inspire a positive attitude in others and be able to influence others effectively.
- **Team Orientation:** The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal.
- **Direction Setting:** The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to the goals.
- **Coaching and Mentoring:** The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimising their talent.

Work related enquiries can be directed in writing to the Manager: Project Management Unit Mr. MJ Meiring, at e-mail: mmeiring@plett.gov.za, or 044 501 3264.

For general enquiries contact Ms. L Clark or Mr. J Abroue on telephone no: 044 501 3418.

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests.

Application forms are available on the Bitou website (www.bitou.gov.za). A comprehensive CV, original copies of Identification documents, qualifications, and driver's license must accompany the application form and must be hand delivered/couriered to the Human Resources Section, Bitou Municipality, 1 Sewell Street, Plettenberg Bay or posted to Private Bag X1002; Plettenberg Bay; 6600.

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply

Please Note:

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. **(Compulsory)**
3. **NO LATE APPLICATIONS** will be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.

R. R LINKS (PhD)
ACTING MUNICIPAL MANAGER

CLOSING DATE: 5 September 2024 @ 14:00

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful. **Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.**