

Address all correspondence to:
 The Municipal Manager
 Kopanong Local Municipality
 Private Bag X 23
TROMPSBURG
 9913
 Email: lebo@kopanong.co.za
 Website: www.kopanong.gov.za



Tel: 051- 7139200
 Fax: 051-7130292

Date: 20 May 2013

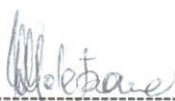
EXTERNAL ADVERTISEMENT

Kopanong Local Municipality subscribes to the principles of Affirmative Action and its administrative offices are situated in Trompsburg, 125 km South of Bloemfontein in the Free State. Kopanong Local Municipality incorporates the following towns: Bethulie, Edenburg, Fauresmith, Gariep Dam, Jagersfontein, Philippolis, Reddersburg, Springfontein, and Trompsburg.

Suitably qualified candidates are invited to apply for the following posts:

JOB ADVERTISEMENT	
JOB TITLE	PMU TECHNICIAN – 2 years Contract
REPORTING TO	PMU MANAGER
SALARY	R 299,715.84 (p a)
NO OF INCUMBENTS	1
LOCATION	KOPANONG LOCAL MUNICIPALITY (TROMPSBURG)
PREFERRED MINIMUM EDUCATION	National Diploma Civil Engineering
PREFERRED MINIMUM EXPERIENCE	2 - 3 Years active experience in engineering environment.
JOB RESPONSIBILITIES	<ul style="list-style-type: none"> ✚ Technical support and evaluation of proposed project in alignment with the respective municipal IDP's and the regional and provincial growth and development plans. ✚ Project- manages the labour –intensive projects in line with EPWP framework and related reporting requirements. ✚ Synchronize with department of works and become one of their internal team players. ✚ Arrange regular project progress meeting. ✚ Ensure compliance of all legal aspects and conditions, required from the different spheres of government. ✚ Conduct site visits /meeting to ensure compliance to business plan conditions. ✚ Assist with other related municipal infrastructure programmes. ✚ Audit compliance of all legal conditions, required from the different spheres of Government. ✚ Prepares for the administration and financial management of MIG Funds, within the municipal and national accounting systems for infrastructure Projects of the municipality, by ✚ Managing cash flows and committed project expenditure. ✚ Verifying payment certificate and preparation on

	<ul style="list-style-type: none"> ✦ monthly payment schedule documentation. ✦ Final compilation of monthly, quarterly, bi-annual, and annual reports to the PMU Manager. ✦ Monitoring the consolidated cash flow performance reports on each project and on the regional programme collectively. ✦ Verifying and reconcile quarterly transfers from national to the DM and LMs. ✦ Compile all the financial reports (DORA) .Examples attached to document. ✦ Audit and administer the monthly claim and expenditure.
ADDITIONAL COMPETENCIES	<ul style="list-style-type: none"> ✦ Knowledge and experience of local government environment and related legislation. ✦ Possession of a valid driver's licence. ✦ Problem solving skills, good communication skills both verbal and writing. ✦ Relevant experience on capital infrastructure projects i.e.: Water, Sanitation, Electricity, housing, Roads and Sport Facilities. ✦ Preparation of Business Planes and Technical reports.
APPLICATION TO BE DIRECTED TO	<ul style="list-style-type: none"> ✦ In anticipation of a large number of applications, correspondence will be limited to the short listed candidates only. ✦ We appreciate your demonstrated interest of being part of the Kopanong Local Municipality. ✦ You are further advised that the Council has the right to appoint any candidate if it is in its view that no suitable candidate could be found. ✦ Canvassing for appointment is highly discouraged. ✦ Application: Detailed and comprehensive Curriculum Vitae including covering letter accompanied by certified copies of Qualifications must be addressed to: <ul style="list-style-type: none"> ✦ The Municipal Manager, Kopanong Local Municipality Private Bag X23, Trompsburg, 9913. ✦ No faxed or emailed applications will be accepted. ✦ If you have not received any response within 30 days after the closing date, consider your application unsuccessful. ✦ Enquiries regarding the position may be directed to the Director Technical Services: Mr S. Hololoshe at the following telephone number: (051) 713 0036
CLOSING DATE OF APPLICATIONS	10 June 2013
MUNICIPAL MANAGER	Me L.Y MOLETSANE



L.Y MOLETSANE (Me)
MUNICIPAL MANAGER