



Tokologo Local Municipality subscribes to the principles of employment equity. Applications are hereby invited from suitably qualified and competent applicants for appointment to the following vacant position:

EXTERNAL ADVERTISEMENT: MANAGER PROJECT MANAGEMENT UNIT (PMU)

Note: THESE ARE EXTERNAL ADVERTISEMENT, INTERNAL CANDIDATES (EMPLOYEES) MAY ALSO APPLY

DIRECTORATE: TECHNICAL SERVICES

POSITION : PROJECT MANAGEMENT UNIT (PMU) MANAGER

SALARY : R 659 503.68 per annum (Task grade 16)

BENEFIT : Applicable to a grade 2 Municipality

MINIMUM REQUIREMENTS:

- Bachelor Degree in Engineering/B-Tech Degree in Civil Engineering.
- Registered with a recognized relevant engineering professional body: Engineering Council of South Africa (ECSA) will be an added advantage.
- 3 - 5 years working experience in project management
- The candidate must meet the competency level as stated in the Regulations No. 45181 of 20 September 2021.
- Strong project and contract management experience and skills.
- Sound knowledge of Policies and Procedures relevant to PMU.
- Excellent communication skills, innovation & reporting, legislation & policy analysis.
- Code B driver's license
- Own transport.

Duties:

- Support strategic intent and the departmental objectives from a service delivery and performance perspective.
- Evaluating and commencing on applicability of specific key performance indicators.
- Prioritize and identifying project processes by ensuring proper Integrated of respective Infrastructure Investment Framework (IFFs) and Integrated Development Plans (IDP) with appropriate input from various other governance departments.
- Managing and controlling Grant funding project applications by facilitating and supporting compilation and processing of Grant funding business plans.
- Critically examining the adequacy of the Department's and region wide Expanded Public Works policy and MIG directives with consideration to amendments to legislative prescripts and National/Provincial Government service delivery mandates.

DIRECTORATE: TECHNICAL SERVICES

POSITION : PROJECT MANAGEMENT UNIT (PMU) TECHNICIAN x2

SALARY : R 400 795.32 per annum (Task grade 14)

BENEFIT : Applicable to a grade 2 Municipality

MINIMUM REQUIREMENTS:

- Grade 12
- National Diploma or B. Tech in Civil Engineering or higher
- 2 - 3 years' experience in Project Management Unit within a local government environment,

- Writing and verbal communication skills
- Computer literate
- Code C1 (10) valid driver's license

KEY RESPONSIBILITIES but not limited to:

- Technical support and evaluation of proposed projects aligned with the Municipal IDP
- Development of business plans for purposes of sourcing funds from different funders.
- Coordination and administration of projects in line with MIG / WSIG / RBIG and other funder's guidelines including the reporting requirements.
- Prioritization and identification of job creation by identifying labor-intensive projects in line with the EPWP guidelines.
- Conduct site visits/ meetings to ensure compliance with contract and business plan conditions. Management cash flow and commitment on project expenditure.

DIRECTORATE: OFFICE OF THE SPEAKER

POSITION : PUBLIC PARTICIPATION AND OUTREACH COORDINATOR (Linked to the term of Political Office Bearers and not to term of Office)

SALARY : R 287 553.69 per annum (Task grade 10)

BENEFIT : Applicable to a grade 2 Municipality

MINIMUM REQUIREMENTS:

- Grade 12
- NQF Level 6 or National Diploma in Public Administration Local Government and/or relevant equivalent.
- Verbal, written and interpersonal relationship skills.
- Computer literacy.
- 2-3 year experience with a community background and administrative knowledge.
- Valid driver's license

KEY RESPONSIBILITIES but not limited to:

- Technical support and evaluation of proposed projects aligned with the Municipal IDP
- Render administrative support and logistical functions regarding Public Participation and Community Outreach Programs.
- Promoting and awareness of community participation.
- Information sharing and data collection.
- Implement and coordinate the approved strategic plan and programs for Public Participation and Community Outreach to promote public participation.

DIRECTORATE: SPEAKER'S OFFICE

POSITION : MANAGER IN THE OFFICE OF THE SPEAKER (Linked to the term of Political Office Bearers and not to term of Office)

SALARY : R 659 503.68 per annum (Task grade 16)

BENEFIT : Applicable to a grade 2 Municipality

MINIMUM REQUIREMENTS:

- Grade 12.
- NQF Level 7 qualification in Public Administration or relations or relevant equivalent qualification.
- 3- 5 years relevant supervisory experience
- Proficiency in the interpretation of local government legislation.
- Good strategic planning, budgeting, communication and interpersonal skills.

- Excellent report and speech writing skills.
- Computer Literacy.

KEY RESPONSIBILITIES but not limited to:

- Manages the key performance areas and outcomes of Administration support and Council Programs for the Office of the Speaker.
- Developing and facilitating Programs (Public Participation Programmes, People's Assembly, etc.)
- Advise and support the Speaker on administrative and strategic decisions
- Assist and support the Speaker in executing the legislative responsibilities and any other duties and powers delegated by Council.
- Ensure delivery of all key projects allocated to the Speaker on behalf of the Mayor/Council
- Plan and coordinate the Council annual report.
- Deal with high level correspondence in liaison with the Secretary in the Office of the Speaker to ensure that all documentation arising out of Council meetings or reports are attended to and Council resolutions are implemented.
- Responsible for event management in the office of the Speaker.

DIRECTORATE: MAYOR'S OFFICE

POSITION : MANAGER IN THE OFFICE OF THE MAYOR (Linked to the term of Political Office Bearers and not to term of Office)

SALARY : R 659 503.68 per annum (Task grade 16)

BENEFIT : Applicable to a grade 2 Municipality

MINIMUM REQUIREMENTS:

- Grade 12
- NQF Level 7 qualification in Public Administration or relations or relevant equivalent qualification.
- 3- 5 years relevant supervisory experience
- Proficiency in the interpretation of local government legislation.
- Good strategic planning, budgeting, communication and interpersonal skills.
- Excellent report and speech writing skills.
- Computer Literacy.

KEY RESPONSIBILITIES but not limited to:

- Manages the key performance areas and outcomes (Administration/ HIV/AIDS Programs/ Special Programs/ Communications) for the Office of the Mayor
 - Managing the communications/ media relations
 - Coordinating and facilitating Mayoral Programs (e.g. Public Participation Programs, People's Assembly, Imbizo's, etc.); planning and monitoring special events; coordinates moral regeneration movement programmes; maintaining documents pertaining to Rules of Order in Council and Portfolio meetings and Code of Conduct for Councilors; facilitating the sittings of the Mayoral Committees, and managing the administrative/ secretarial/ and special programs function associated with the Office of the Executive Mayor.
 - Analyse service delivery and needs of internal customers and other statistics.
 - Coordinate the different functions and/or activities of the office of the Mayor.
 - Develop, plan and manage sustainable programs on poverty alleviation, gender development, youth development, disabled and marginalized groups.
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DIRECTORATE: OFFICE OF THE MAYOR

POSITION : DRIVER TO THE MAYOR (Linked to the term of Political Office Bearers and not to term of Office)

SALARY : R 287 553.69 per annum (Task grade 10)

BENEFIT : Applicable to a grade 2 Municipality

MINIMUM REQUIREMENTS:

- Grade 10
- Grade C- Registration with Security Industry Regulatory Authority
- Code EB driver's license
- Advanced Driving courses with an accredited institute and Competency in Fire arm will be an added advantage.
- Good interpersonal and communication skills.
- Prepared to work overtime, and work flexibility and/or weekends.

KEY RESPONSIBILITIES but not limited to:

- Transporting of Councillors and relevant personnel to and from Public events and/or functions.
 - Checking specific safety requirements have been complied with prior to departure and using designated routes to specific locations/ venues.
 - Communicating with Protection Services (Police, Traffic) personnel on specific safety requirements during travel and applying agreed procedures to counteract or avoid life threatening incidents.
 - Performs activities and/or tasks associated with specific travel requirements of the Mayor.
 - Liaise with the local police, traffic during the planning phase of the operational plan to ensure the involvement of all role players. Identify locations, venue and routes.
 - Conduct safety inspection of the vehicle and schedule service appointments.
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All shortlisted candidates will be subjected to background screening checks (verification of qualifications, criminal record checks and security vetting).

Interested candidates meeting the above-mention requirements are requested to forward the application through the prescribed form obtainable from our Offices or Municipal website (www.tokologolm.gov.za) together with the comprehensive CV and recent certified copies (for no longer three (3) months) of your qualifications and Identity document to: The Municipal Manager, Tokologo Local Municipality, Private bag x 46, Boshof, 8340 or hand deliver to any Tokologo Local Municipality Offices.

For any enquiries contact Mrs Tsholofelo Morena-Saul or Mrs Nomsa Sehloho on 053 5410 014/52.

If you do not receive any response within 3 months, please accept that your application has been unsuccessful. Canvassing and lobbying will automatically disqualify the applicant. Fraudulent qualifications and or documents will immediately disqualify any applicant.

The Municipality reserves its rights to appoint and or not to appoint

Closing Date: 20 March 2026, at 16:00.



Mr Aaron Mpho Sehloho
Municipal Manager- Tokologo Local Municipality