



BERGRIVIER MUNICIPALITY

Bergrivier Municipality ensures the wellbeing of all communities within the Bergrivier region through economic growth, social wellbeing, community involvement and effective management within a safe and healthy environment. Women and persons with disabilities are encouraged to apply

Bergrivier Municipality with its head office in Piketberg and approximately an hour's drive from Cape Town currently has the following vacancy and awaits applications from competent persons who comply with the minimum job requirements.

DIRECTORATE: CORPORATE SERVICES (Piketberg, unless stated otherwise) TEMPORARY CONTRACT

PROJECT MANAGER (PIKETBERG)

Requirements: National Diploma in Civil Engineering/or equivalent relating to Project Management- Code B driving license- 5 years relevant experience.

EMPLOYER'S OBJECTIVES

It is the objective of Bergrivier Municipality to procure the services of a Project Manager to provide an independent assessment of the works undertaken and the successful initiation, planning, execution, monitoring, supervision, controlling and closure of **the construction of Calendula Street, Piketberg.**

The works will be carried out by departmental staff of Bergrivier and local temporary workers.

EXTENT OF THE WORKS

Calendula Street is ± 230 m long and located between Sarel Cilliers – and Gousblom Street. The extent of the works will consist of (but not limited to) the following:

- Clear and grub road reserve
- Earthworks (box cut)
- Excavation of trenching and laying of civil services (electrical, water, sewer, Telkom etcetera)
- Compaction of subgrade material
- Lay sub-base and compact
- Lay curbstones
- Small building works (manholes, junction boxes etcetera)
- Pave road surface, parking area and sidewalks.
- Erect lampposts
- Trimming

ROLE OF THE PROJECT MANAGER

The duties of the Project Manager will be (but not limited to) the following:

- Do all necessary survey work to complete the construction of the project
- Civil Engineering Programming and Progress Reports
- Costing of project
- Daily coordinating of plant, equipment and material
- Daily liaison and communication with Head Civil Engineering Services
- Plant management
- Human resources management
- Quality control
- Ensure that project is done according to program
- Weekly Site meetings with Engineering Services
- Ordering of materials and plant with Head Civil Engineering Services
- Ensure that Health and Safety requirements are adhered to
- General site management and forward planning
- Checking all critical stages to ensure that the quality meets both the specification and the expectation of Bergrivier Municipality
- Highlighting potential specification design issues for comments before they affect construction and program
- Checking for component clashes
- Reporting any unresolved concerns

Salary: Negotiable
Date of acceptance: 09 March 2018 or as soon as possible
Enquiries: Mr J Breunissen at (022) 913 6000

GENERAL:

1. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act, preference will be given to candidates who comply with the Employment Equity Targets.
2. The Municipality is not bound to make any appointment.
3. All applicants will be subjected to police clearance with the consent of the applicant.
4. Applications received after the closing date or which have been received without the documentation mentioned below, will not be considered.
5. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within six weeks from the closing date.
6. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
7. In addition to the minimum job requirements and station mentioned herein, applicants may be expected to work overtime or be on standby, as well as render services in other parts within the municipal area, as required.
8. Appointment in certain posts is subject to a security clearance and applicants will also undergo an interview and evaluation process and where necessary, write a trade test.

A covering letter with three contactable references, must accompany the completed prescribed application form (available on request at Tel. 022 913 6000 or on the municipality's website www.bergmun.org.za) with certified copies of the necessary qualification certificates and a Curriculum Vitae (maximum three pages), identity document and driver's license to reach the **Municipal offices, Piketberg or mailed to P.O. Box 60, Piketberg 7320 for the attention of Ms AG Louw (Manager: Human Services)** by no later than the closing date. **No faxes or electronic mail will be accepted.**

CLOSING DATE: 15:30 ON FRIDAY, 2 MARCH 2018

**ADV H LINDE
MUNICIPAL MANAGER**

**13 CHURCH STREET
P O BOX 60
PIKETBERG
7320**



BERGRIVIER MUNISIPALITEIT

Bergrivier Munisipaliteit verseker die welstand van alle gemeenskappe in sy gebied deur ekonomiese groei, sosiale welstand, gemeenskapsbetrokkenheid en effektiewe bestuur binne 'n veilige en gesonde omgewing. Vroue en persone met gestremdhede word aangemoedig om aansoek te doen.

Bergrivier Munisipaliteit, met sy hoofkantoor te Piketberg en ongeveer 1 uur vanaf Kaapstad, beskik tans oor die volgende vakature en aansoeke word ingewag van bevoegde persone wat aan die gestelde minimum posvereistes voldoen.

DIREKTORAAT: KORPORATIEWE DIENSTE **(Standplaas Piketberg, tensy anders gemeld)** **TYDELIKE KONTRAK**

PROJEK BESTUURDER (PIKETBERG)

Posvereistes: Nasionale Diploma in Siviele Ingenieurswese · Kode B Bestuurslisensie · Vyf (5) jaar relevante ondervinding

WERKGEWER SE DOELWITTE

Dit is die doel van Bergrivier Munisipaliteit om die dienste van 'n Projekbestuurder te verkry om 'n onafhanklike evaluering van die wat uitgevoer is, en die suksesvolle inisiëring, beplanning, uitvoering, monitering, toesig, beheer en sluiting van die konstruksie van Calendulastraat, Piketberg.

OMVANG VAN DIE WERK

Calendulastraat is ± 230m lank en is geleë tussen Sarel Cilliers- en Gousblomstraat. Die omvang van die werke behels die konstruksie van bogenoemde pad, maar nie beperk tot die volgende wees nie:

- Skoonmaak van padreserwe
- Grondwerke
- Installeer dienste
- Kompakteer laagwerke
- Lê randstene
- Bou mangate, -aansluitkaste ens.
- Plavei oppervlakte
- Rig lamppe op en afwerk van terrein.

ROL VAN DIE PROJEKBESTUURDER

Die Pligte van die Projekbestuurder is (maar nie beperk tot die volgende):

- Doen alle nodige ondersoeke om die konstruksie van die projek te voltooi
- Siviele Ingenieursprogrammering en Vorderingsverslae
- Koste van projek · Daaglikse koördinering van aanleg, toerusting en materiaal
- Daaglikse skakeling en kommunikasie met Hoof-ingenieursdienste.
- Aanleg Bestuur
- Menslike Hulpbronbestuur
- Kwaliteitbeheer
- Verseker dat die projek volgens program gedoen word
- Weeklikse terreinvergaderings met Ingenieursdienste
- Bestelling van materiale en aanleg met Hoof Siviele Ingenieursdienste
- Verseker dat gesondheids- en veiligheidsvereistes nagekom word
- Algemene terreinbestuur en beplanning
- Kontroleer alle kritiese stadiums om te verseker dat die gehalte voldoen aan beide die spesifikasie en die verwagting van Bergrivier Munisipaliteit
- Verduidelik moontlike spesifikasie ontwerpkwessies vir kommentaar voordat hulle konstruksie en program affekteer
- Kontroleer vir botsing van komponente
- Rapportering van onopgeloste sake

Salaris:

Onderhandelbaar

Diensaanvaarding: 09 Maart 2018 of so spoedig moontlik

Navrae: Mnr J Breunissen by (022) 913 6000

ALGEMEEN:

9. Die Munisipaliteit is 'n gelyke geleentheid werkgewer en eerbiedig die bepalings van die Wet op Gelyke Indiensneming.
10. Die Munisipaliteit behou die reg voor om nie 'n aanstelling te maak nie.
11. Alle aanstellings is onderwerpe aan Polisie klaring wat noodwendig beteken dat applikante toestemming verleen dat dit verkry mag word.
12. Aansoeke wat na die sluitingsdatum ontvang word of nie van die dokumentasie hieronder vergesel word nie, sal nie oorweeg word nie.
13. Slegs aansoekers op die kortlys vir onderhoude sal gekontak word. Indien 'n aansoeker binne 6 weke na die sluitingsdatum nog geen terugvoering ontvang het nie, moet aanvaar word dat die aansoek onsuksesvol was.
14. Gunswerwing by enige raadslid en/of enige lid van die aanstellingskomitee en/of enige personeellid van die Munisipaliteit, is ontoelaatbaar en sal aansoekers onmiddellik diskwalifiseer.
15. Benewens die minimum posvereistes en standplaas hierin gestel, mag daar van posbektelers verwag word om oortyd- en bystanddiens te verrig, asook om van tyd tot tyd in ander dele van die munisipale gebied diens te lewer, soos vereis.
16. Aanstelling in sekere poste is onderhewig aan 'n sekerheidsklaring, en daar sal ook van aansoekers verwag word om 'n onderhoud- en evalueringsproses te deurloop, en waar van toepassing, 'n vakttoets af te lê.

'n Dekbrief met vermelding van ten minste drie kontakbare verwysings, vergesel van die voltooide voorgeskrewe aansoekvorm (op aanvraag verkrygbaar by Tel: 022 913 6000 of op die munisipaliteit se webwerf by www.bergmun.org.za), 'n Curriculum Vitae (maksimum 3 bladsye) en gesertifiseerde afskrifte van die nodige kwalifikasie sertifikate, identiteitsdokument en bestuurderslisensie (**slegs een pos per aansoekvorm**) moet by die **Munisipale Kantore, Piketberg ingedien word of kan gepos word na Posbus 60, Piketberg, 7320 vir die aandag van Me AG Louw (Bestuurder: Menslike Hulpbrondienste)**, om haar te bereik nie later nie as die sluitingsdatum. **Geen fakse of elektroniese pos sal aanvaar word nie.**

SLUITINGSDATUM: VRYDAG, 2 MAART 2018 OM 15:30

**ADV. H LINDE
MUNISIPALE BESTUURDER**

**KERKSTRAAT 13
POSBUS 60
PIKETBERG
7320**