



MERAFONG CITY LOCAL MUNICIPALITY



Merafong City Local Municipality hereby invites applications from suitable qualified and experienced candidates for appointment to the following position

OFFICE OF THE MUNICIPAL MANAGER INTERNAL/EXTERNAL JOB POSTING

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

POSITION : **MANAGER: SPECIAL PROJECT**
SECTION : **SPECIAL PROJECT**
REFERENCE : **MM/MSP/01/11/24**
TOTAL REMUNERATION PACKAGE : **In accordance with job level 1 of Merafong City Local Municipality (R874 126.99 per annum excluding benefits)**

REQUIREMENTS: Grade 12 • A appropriate B- Degree in Project Management applicable in Local Government, strong Project Implementation and Management • 8 years or more relevant experience of which 2 years must be at Supervisory level preferably in local government environment • Computer Literacy: MS Office and Drivers licence.

RESPONSIBILITIES: Manage a major programmes comprising of multiple projects of high risk and complexity that impact significantly on the municipality • Producing final interpretive decisions on programme implementation issues of a complex nature across the municipality or in external service delivery • lead and head a programme team and manages staff • facilitates the successful implementation of multiple projects within respective programmes • Manage and deal with all Project preparation for funding, Monitoring and evaluation of infrastructure projects • Assist the Municipal Manager in management of grant funded and all other projects, Liaise with stakeholders as and when necessary, Reporting, Conduct site visits to projects, Prepare service delivery reports, Coordination of flagship programmes . • Manage and implement programme and project plans and outcome decisions taken at EXCO and Steering Committee level and ensure performance in the specific functional area. • Prepare monthly and quarterly reports and ensure timeous reporting. • Establish processes to ensure full, end-to-end coordination between all involved parties. • Ensure and build relationships with keys sector stakeholders and role players relating to this programme. • Advise the planning and delivery of the Special Projects and Priority Programmes. • Ensure that clear and explicit work processes and procedures are established and understood in all assigned sections and set up systems and methodologies to monitor the execution and performance of the programme. • Identify inefficient and costly practices and recommend corrective actions/improvements

enhancing the performance and effectiveness of the Programme. •Control quality and quantity of work performed, guide the team, and carry the overall responsibility for the task fulfilment as per the operational plan. •Developing programme budgets in line with agreed feasibilities available funding and operational planning. • Managing the programme budgeting and cash flow and address any programme budget variances.

COMPETENCIES • Functional/Professional Competencies • Discipline Specific Skills • Financial Management • People Management • Planning and Organising • Monitoring and Control • Organising Awareness • Attention to Detail • Direction Setting • Dispute Resolution • Problem Solving • Negotiation • **Public Service Orientation Competencies** • Interpersonal Relationships • Communication • Service Delivery Orientation • Client Orientation and Customer Focus • **Personal Competencies** • Action and outcome orientation • Resilience • Change Readiness • Cognitive ability • Learning orientation • Accountability and ethical conduct • **Management/Leadership Competencies** • Impact and Influence • Team Orientation • Coaching and mentoring.