



Suitably qualified persons are invited to apply for appointment in the following positions

1. DIRECTORATE: INFRASTRUCTURAL SERVICES ROADS & STORMWATER SUB-DIRECTORATE

1.1 ENGINEERING IN TRAINING//SNR ENGINEERING //FIRST ENGINEERING

QUALIFICATIONS: B. Eng or B. Tech Civil Engineering. Registration as an engineering professional will be an advantage.

EXPERIENCE: Relevant experience will serve as recommendation.

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- Overall management of projects within their respective areas.
- To identify, prepare feasibility studies, prioritize projects, prepare business plans, project management and financially administer the budget of the projects.
- Project-manage the labour-intensive projects in line with the EPWP framework and the related reporting requirements.
- Manage cash flows and committed project expenditure.
- Contract administration: verify payment certificates and preparation of monthly payment schedule documentation.
- Supervision of contracts: arrange regular project progress meetings and conduct site visits to ensure compliance to business plan conditions.
- Write tender evaluation reports for the appointment of contractors and consultants.
- Handle public enquiries on road and stormwater problems.
- Check design standards, drawings and documents of consultants.
- General office administration (requisitions, letters, quotations, etc.).

SALARY GRADE: 006//005//004

1.2 JUNIOR TECHNICIAN//TECHNICIAN ASST///SENIOR//FIRST TECHNICIAN

QUALIFICATIONS: B. Tech or N. Diploma in Civil Engineering. GIS database qualification will be an advantage.

EXPERIENCE: Relevant experience will serve as recommendation.

CORE DESCRIPTION: The successful candidate will be responsible for the following functions:

- Forward planning of Roads and Stormwater projects to implement requests of ward councillors according to the IDP.
- Discuss design principles and standards with consultants and control design plans to control design principles and standards and maintain specific needs.
- Manage the streets and stormwater management system (GIS) to obtain information for proper maintenance and planning.
- GIS and database functions for the Roads and Stormwater Division.
- Handle queries from ward councillors and members of the public regarding streets and stormwater problems to try and satisfy their needs.
- General office administration (requisitions, letters, quotations, etc.).

SALARY GRADE: 013-011//010-008//007//006

The closing date in respect of all positions will be **19 August 2011**. Applicants, who wish to be considered for a post, must post/e-mail/submit their applications and completed, detailed and comprehensive CV's and certified copies of their certificates directly to the address indicated below. The relevant telephone number can be contacted for more information.

Please note that if you do not receive any correspondence from this organisation regarding your application within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful.

GM: Human Resource Management

P.O. Box 3704

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Telephonic Enquiries : 051 – 405 8517 OR e-mail: employ@civic.mangaung.co.za

We thank all applicants for their interest