



BITOU LOCAL MUNICIPALITY

Bitou Municipality is inviting applications for the following vacancy from suitably qualified professionals. Preference will be given to local residents before considering candidates outside the Bitou Municipal Area.

POSITION: PROJECT MANAGER
DIRECTORATE: PLANNING AND DEVELOPMENT
DIVISION: INTEGRATED HUMAN SETTLEMENTS
SECTION: INTEGRATED HUMAN SETTLEMENTS
BASIC SALARY: (T14) R 507 653.30 - R 658 956.18 PER ANNUM +MUNICIPAL BENEFITS
REF NO: NOTICE: 227 of 2025

QUALIFICATIONS AND EXPERIENCE: • Grade 12 • Diploma in Civil Engineering or equivalent qualification within the Built-Environment • At least 3 – 5 years post-graduation experience in the Project Management and Contract Administration of Civil Engineering Infrastructure Projects and Building Industry • Computer literacy: MS Office.

REQUIREMENTS AND SKILLS: • Capable to be registered with ECSA as a Professional Engineering Technician • Ability to deal and resolve conflict, work independently, work under pressure and meet deadlines • Good written and oral communication, report-writing, presentation and facilitation skills • Ability to implement work programmes • Advanced computer user (MS Office Applications) • Proficiency in at least two (2) of the three (3) official languages of the Western Cape (read, write and speak) • Must have a valid driver's license and own transport • Working knowledge of local government prescripts as it relates to the management of civil engineering and building industry projects (human settlements in particular) • Registration with ECSA as a Professional Engineering Technician or higher will be an added advantage

FUNCTIONS & RESPONSIBILITIES: • Provide project management services regarding the planning, design, procurement, construction and handover phases of Operational, Capital and Planned Maintenance projects related to Construction Projects in the built environment • Manage the effective and efficient implementation of projects • Manage and coordinate the activities of external service providers to ensure the successful implementation of the projects • Manage and administer the cost planning, procuring and implementation of Operational, Capital and planned maintenance projects • Manage the procurement process and ensure that all procurement documentation comply with the industry standards for uniformity, applicable regulations, contractual conditions and specifications • Manage the human resources and project team involved with the project • Manage and coordinate the handover of the project to the relevant portfolio manager or user department for operational purposes • Attends to procedural administrative requirements, record keeping and reporting deadlines associated with the functionality • Keeps abreast of current developments, legislative changes, emerging trends and latest technologies in the profession. • Manage the Financial resources allocated to projects effectively • Manage any disputes arising from a project as well as the process • Typically manages projects of various levels of risk and complexity • Performs the full range of activities within project management principles • Accountable for all phases and aspects which will ensure the successful delivery of the project • Manages all resources involved in the project. • Must be able to exert influence across departments who do not necessarily report to the project manager • Preparation and submission of funding applications with regards to human settlements funding processes • Preparation, planning and presentation of housing pipeline projects to relevant stakeholders • Formulation of policies relating to human settlements and ability to interpret Acts and existing policies.

COMPETENCIES REQUIRED

CORE PROFESSIONAL COMPETENCIES

Planning: The ability to systematically identify, analyse and prioritise options to meet the short-, medium- and long-term requirements of the municipality.

Organisational Awareness: The ability to understand the key drivers in the Local Government sector and the municipality in order to apply this understanding to meet the service delivery challenges.

Attention to Detail: Ability to scrutinise own work and that of others to ensure accuracy and compliance with the relevant engineering standards.

FUNCTIONAL COMPETENCIES

Design: The ability to design infrastructure in accordance with engineering codes and standards, and with due consideration for operational requirements, budgets, safety, cost effectiveness and environmental standards.

Project Management: Ability to plan, co-ordinate and control the tasks of self and others in the delivery, operations and maintenance of infrastructure and other tasks, to the required specification and within budget and schedule.

Construction: Knowledge of construction and maintenance processes, Monitors compliance to design specifications, health and safety regulations; and communicate in appropriate style in the oversight of construction personnel.

Operation and Maintenance: The application of asset management for the operations and maintenance in the provision of municipal services and the ability to apply that understanding in the operational environment.

PUBLIC SERVICE ORIENTATION COMPETENCIES

Interpersonal relationships: The ability to establish and maintain productive relationships with people within and outside of the municipality.

Service Delivery Orientation: The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals.

Communication: The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others.

PERSONAL COMPETENCIES

Action and outcome orientation: The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable.

Resilience: The ability to respond constructively to pressure / stress situations and the ability to persist in goals despite obstacles and setbacks.

Change Readiness: The ability to innovate and challenge the status quo and the ability to cope with change driven by others.

Cognitive ability: The ability to gather information, analyze issues and deal with complexity and ambiguity. Show long term thinking, follow through in a logical manner, aware of consequences and implications. Is able to see the 'Bigger Picture'.

Learning orientation: The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement.

Accountability and Ethical Conduct: Ability to display and build the highest standards of ethical and moral conduct in order to promote confidence and trust in public service and to adhere to codes of good corporate governance.

MANAGEMENT/LEADERSHIP COMPETENCIES

Impact and Influence: The ability to inspire a positive attitude in others and be able to influence others effectively.

Team Orientation: The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal.

Direction Setting: The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to the goals.

Coaching and Mentoring: The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimizing their talent.

Work related enquiries can be directed in writing to the Manager: Integrated Human Settlements Mr. F Maki, at e-mail: fmaki@plett.gov.za, or 044 501 3228 and for general enquiries contact Mr. H van Rooyen on telephone no: 044 501 3464.

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted, and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests.

Application forms are available on the Bitou website (www.bitou.gov.za). A comprehensive CV, original copies of Identification documents, qualifications, and driver's license must accompany the application form and must be hand delivered/couriered to the Human Resources Section, Bitou Municipality, 1 Sewell Street, Plettenberg Bay or posted to Private Bag X1002; Plettenberg Bay; 6600.

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply

Please Note:

1. **ONLY** hard-copy applications will be considered. **No** electronic or fax applications will be accepted.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. **(Compulsory)**
3. **NO LATE APPLICATIONS** will be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.

M MEMANI
MUNICIPAL MANAGER

CLOSING DATE: 08 JULY 2025 @ 14:00 PM

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful.
Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.