



## **BITOU LOCAL MUNICIPALITY**

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

**POSITION: PROJECT MANAGER**  
**DIRECTORATE: ENGINEERING SERVICES**  
**DIVISION: PROGRAMME MANAGEMENT UNIT**  
**SECTION: ENGINEERING STRUCTURES**  
**BASIC SALARY: R 454 092.44 – R 589 431.84 per annum (T14) + MUNICIPAL BENEFITS**  
**REF NO: NOTICE: 184 of 2022**

**QUALIFICATIONS AND EXPERIENCE:** National Diploma in Civil Engineering • 5 years or more experience in managing projects in the build environment.

**REQUIREMENTS AND SKILLS:** • Experience in Project Management of Building and Engineering Construction projects • Ability to deal with and resolve conflict, 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 Word, MS Excel, PowerPoint) • Good knowledge of MS Project, AutoCAD drawing software, AutoCAD Civil 3D, Civil Designer (or similar engineering design software), ArcView (GIS) • Must have a valid driver's license and own transport • Working knowledge of local government prescripts as it relates to infrastructure project management. • Registration with SACPCMP as a Candidate Professional Construction Project Manager (PrCPM) could serve as an advantage.

**FUNCTIONS & RESPONSIBILITIES:** • Provide project management services regarding the planning, design, procurement, construction and handover phases of 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 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 Review and comment on building plan applications • 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.

*Work related enquiries can be directed in writing to the Acting Director Engineering Services Mr. MJ Rhode, at e-mail: [mrhode@plett.gov.za](mailto:mrhode@plett.gov.za), or 044 501 3261.*

*For general enquiries contact Mr. J Williams or Ms. L Clark on telephone no: 044 501 3418*

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](http://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 faxed 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: 22 August 2022 @ 14h00**

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.**