

KNYSNA MUNICIPALITY



Applications are hereby invited from suitably qualified individuals for the following vacancy:

PROJECT CO-ORDINATOR **Integrated Human Settlements Department** **DIRECTORATE PLANNING & DEVELOPMENT**

Task Level 11
R220 296 to R285 840 (Basic Salary)
R341 765 to R426 421 (Total Cost to Council package)

KEY PERFORMANCE AREAS OF POST:

- Responsible for managing the short and medium term planning of Human Settlements pipeline projects.
- Ensure that project budgets are correctly prepared, reconciled and submitted timeously;
- Assist Manager: Integrated Human Settlements in appointing consultants, and project team,
- Responsible for managing the income and expenditure of human settlements grant funding and doing necessary reporting to grant funders;
- Responsible for managing and control of the budget on capital projects;
- Responsible for Occupational Health and Safety;
- Report back to Manager : Integrated Human Settlements on progress made on all Human Settlements projects;
- Submit project business plans to department of Human Settlements for funding;
- Responsible for adhering to legislation, standards and statutory requirements relating to housing industry;
- Arrange project co-ordinating meetings with role players;
- Responsible for preparation and submission of milestone claims to province;
- Submit monthly reports on implementation of projects to Manager; Integrated Human Settlements;
- Responsible for quality control of new houses and assist in the forming of community project steering committees;
- Responsible for establishing an information management system and database for municipal reporting purposes.

MINIMUM QUALIFICATIONS AND REQUIREMENTS

- An appropriate tertiary qualification in Housing development, Project Management, B-Tech in Engineering or Building Environment (Quantity Surveying)
- 5 years of Experience in the Project Management of Housing projects will be an added advantage
- Computer Literacy including Microsoft Package(MS Excel, MS Projects and Power Point)
- Fluency in at least two (2) of the three (3) official languages spoken in the Western Cape (English, Afrikaans & isiXhosa).
- Excellent written & verbal communications skills.
- Excellent negotiation and conflict resolution skills.
- Valid Code EB Driver's Licence.
- Own reliable transport.

Applicable Municipal benefits will apply.

All applications will be considered but in terms of its Employment Equity Plan the Municipality would prefer to appoint a Coloured or Indian Female or an African, Coloured or Indian Male if a suitable candidate in that category can be identified.

To apply applicants **MUST** complete a Knysna Municipality Application Form and submit a detailed up-to-date CV, Covering Letter with an exposition of training, experience, competencies and previous employment record and certified copies of qualifications.

Application forms are obtainable from Reception at the main Municipal Offices in Clyde Street, Knysna and Municipal website: www.knysna.gov.za.

Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: knysna@knysna.gov.za.

CLOSING DATE: 3 NOVEMBER 2016

Please note: If you receive no notification regarding this advertisement within one month of the closing date, please assume that your application was unsuccessful.

B R ELLMAN

ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.