The successful incumbent will report to the Manager: Water Services Operations

**Minimum Requirements:**
- National Diploma (NQF 6)
- 5 Years relevant experience
- Code B Drivers License

**Other Requirements**
Knowledge of and exposure to compilation of tender documents, procurement processes, contract administration and project supervision
- Understanding of legislation as well as engineering codes
- Project Management Skills
- Construction Management knowledge
- Communication skills
- Computer literacy
- Written and oral communication skills
- Ability to give attention to detail
- Should be able to handle high level responsibility
- Should be able to work under pressure
- Must work overtime as and when required

**Responsibilities/duties:**
Co-ordinating and controlling specific advanced activities relating to maintenance management of water infrastructure assets
- Assist to control and monitor project expenditure against the approved budget allocations
- Assist with the formulation of specific contracts and tender documents and control and monitor contractual obligation
- Coordinating sequences associated with the preparation and collation of contract documentation and/or providing recommendations for the evaluation of tender applications
- Project administration
- Ensuring continuous safety inspections as required by the Occupational Health and Safety Act
- Communicate with Internal departments (and Officials) and external (including public, suppliers, contractors and consultants) stakeholders regarding water and sewer projects

**Job related enquiries:** Esias de Jager (021 808 8209)

**Salary:** R 310 577.40 - R 403 141 (subject to evaluation) Plus benefits

Applications, clearly marked, accompanied by a comprehensive CV, a covering letter and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: infrastructurejobs@stellenbosch.gov.za

Please note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Originally completed applications, accompanied by originally-certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver’s licenses, Professional Driver’s Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged and no supporting documentation will be returned. No copies of certified copies will be accepted.

Canvassing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application

Due to the latest extension of the Presidential Lockdown the closing date is extended to: 5 May 2020 @12h00. Please take note that this is a final extension of this advertisement. Please also note that no documentation posted after 15 April 2020 will be accepted. Only emailed applications will be accepted after this date and hand delivered applications must be submitted before or on the 5th of May 2020 at 12h00. Hand delivery dropped in the box at the 71 Plein Street, Ecclesia Building.

Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.