



CEDERBERG MUNICIPALITY
VAKATURES / VACANCIES
NOTICE NUMBER: 139 / 2025



The Cederberg Municipality, which includes the towns, Citrusdal, Clanwilliam, Graafwater, Lamberts Bay and Elands Bay, as well as a large rural area, invites applications from suitably qualified candidates to fill the following position within its establishment. The Cederberg Local Municipality is an equal opportunity, and Affirmative Action Employer. Persons designated in terms of applicable legislations as historically disadvantaged South Africans as well as people with disabilities are encouraged to apply.

LOCAL ADVERTISEMENT (CEDERBERG MUNICIPAL AREA)

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER
JOB TITLE: PROJECT OFFICER (CONSTRUCTION AND RELATED PROJECTS)
3 MONTHS FIX TERM EMPLOYMENT CONTRACT (WITH OPTION TO EXTENT)
(THE POSITION WILL SERVE THE WHOLE OF CEDERBERG)

Key Responsibilities:

Project Planning and Coordination

- Develop detailed project implementation plans for each site, including timelines, milestones, and resource allocations. Conduct site assessments to determine suitability, access, service connections, and necessary civil works. Coordinate with suppliers to confirm delivery schedules, structural specifications, and installation requirements. Ensure compliance with SANS standards, NHBRC guidelines (where applicable), and client technical specifications.

Procurement and Compliance

- Prepare and manage project budgets, cash flows, and procurement schedules. Ensure all procurement is compliant with PFMA/MFMA, SCM policies, and CIDB regulations. Obtain and manage all permits, wayleaves, and approvals from local municipalities or service providers.

Stakeholder and Contractor Management

- Serve as the main point of contact between the client, contractors, suppliers, and community stakeholders. Manage subcontractors responsible for civil works (foundations, service trenches, fencing, etc.) and installation. Schedule and chair site meetings, technical briefings, and stakeholder engagements.

Quality, Health and Safety

- Ensure all works are executed in line with health and safety regulations (OHS Act) and project-specific safety plans. Conduct regular site inspections to ensure structural quality, adherence to specifications, and workmanship standards. Report and resolve non-conformance, defects, or deviations from scope.

Monitoring and Reporting

- Track progress against the project plan using tools such as MS Project or Excel Gantt charts. Maintain accurate site records, photographic progress reports, and as-built documentation. Provide weekly and monthly project reports, including risk logs and variation orders, to the client and internal management.

Handover and Close-Out

- Oversee commissioning, snag list resolution, and final inspection processes. Compile all completion documentation, including COC certificates, occupancy certificates (if applicable), and O&M manuals. Ensure successful handover of the modular facility to the client, including user orientation or training.



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Requirements: Relevant project management certificate and or other tertiary qualification would be advantages • Code B driver's license • Proven record of managing and installing prefabricated structures • Strong ability to develop and implement project plans, manage resources, timelines, and logistics related to prefabricated materials • Ability to effectively liaise with municipal departments, suppliers, and contractors • Good understanding of site preparation, foundation work, and assembly requirements for modular structures • Ability to respond quickly to unforeseen challenges, including transportation delays, weather issues, or site constraints • In-depth knowledge of OHS Act 85 of 1993 compliance requirements, as well as National Building Regulations and Building Standards Act 103 of 1977, Construction Regulations, 2014, and amended Construction Regulations, 2024 • Skilled in managing project budgets, procurement, and financial reporting to ensure financial efficiency • Strong written and verbal communication skills to report progress, risks, and milestone performances to municipal management • Be able to work independently and in group context • Computer literate – MS Word, Excel, PowerPoint • Good writing skills • Good technical report writing skills • Good Afrikaans & English writing skills • Planning and organisation skills • Negotiations skills • Attention to detail • Ability to perform under pressure and adhere to competing deadlines/cut off dates • Ability to work under pressure and demanding circumstances • Ability to deal with conflict situations • 2 – 5 years relevant experience in Project Management or Managerial experience within local government.

Remuneration: R 50 349.46 - R 55 013,45 per month -Total Cost to Company Package.

The competency level for these positions is a level 2 (PROJECT / PROGRAMME MANAGEMENT COMPETENCY FRAMEWORK) as stipulates in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none">• Discipline Specific Skills• Financial Management• People Management• Planning & Organising• Monitoring and Control• Organisational Awareness• Attention to Detail• Direction Setting• Dispute Resolution• Problem Solving• Negotiation	<ul style="list-style-type: none">• Interpersonal Relationships• Communication• Service Delivery Orientation• Client Orientation and Customer Focus	<ul style="list-style-type: none">• Action and Outcome orientation• Resilience• Change readiness• Cognitive ability• Learning Orientation• Accountability and Ethical Conduct	<ul style="list-style-type: none">• Impact and influence• Team Orientation• Coaching and Mentoring•

CLOSING DATE FOR APPLICATIONS: 6 June 2025 at 12h00.

ENQUIRIES: Contact Marianna Bester / Izaan Tieties at 027 482 8000 during office hours.



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IMPORTANT:

Forward your application in your own handwriting on the prescribed application form to: The Municipal Manager: Private Bag X2 Clanwilliam, 8135 or via email: recruitment@cederbergraad.co.za Mark the Envelope clearly: Application for Vacancy • Application forms are available from the municipal offices and the municipal website: www.cederbergmunicipality.co.za and must be completed in the applicants own handwriting • Applications must be accompanied by a comprehensive CV with certified copies of qualifications (Not older than three months) and other relevant documents • Applications without the above will not be considered • The Cederberg Municipality reserves the right not to make an appointment • Candidates will be subjected to reference checks • Fraudulent qualifications or documentation will immediately disqualify an applicant • Direct or indirect canvassing with councillors or officials for preferential treatment will lead to immediate disqualification of the relevant applicant • Correspondence regarding the advertised position will be limited to shortlisted candidates • Do not send original documentation • No CV's or application documents will be returned to candidates for any reason. If you are not invited for an interview within 60 days, you may deem your application to be unsuccessful. Indicate clearly the vacancy you are applying for • should there be any errors or omissions on this advert; the relevant job description, grading and or municipal policies will supersede such error or omission • It is important that applicants must have a South African revenue services (SARS) registration number. Failure to provide a SARS number will disqualify your application.

NO CRIMINAL RECORD (IMPORTANT – VALID SAPS CLEARANCE CERTIFICATE OR PROOF OF APPLICATION OF CLEARANCE CERTIFICATE MUST ACCOMPANY APPLICATION – APPLICANTS MUST PROVIDE A VALID POLICE CLEARANCE CERTIFICATE NOT OLDER THAN 6 MONTHS ON THE DAY OF THE INTERVIEW – APPLICANTS WHO DOES NOT PROVIDE THE VALID CLEARANCE CERTIFICATE ON THE DAY OF THE INTERVIEW WILL AUTOMATICALLY BE DISQUALIFIED

G MATTHYSE
MUNICIPAL MANAGER