



## **DIRECTORATE TECHNICAL SERVICES**

### **SECTION: CIVIL ENGINEERING SERVICES**

#### **SENIOR MANAGER CIVIL ENGINEERING**

**SALARY: BASIC SALARY: R479 844.00 – R622 860.00 p.a. [T16]**

**TOTAL COST TO COMPANY: R835 189.00 – R1 019 819.00 p.a.**

**Job Purpose:** Responsible for strategic corporate decision making as member of the Strategic Management Team representing the Civil Engineering Services Division. Strategically involved in devising new policies, decision making, financial and functional planning and operation of the Division. Strategic management in planning and coordinating key performance areas of Civil Engineering Services which includes: Civil Engineering Services, Planning and Design, Engineering Contract Administration and Project Management. Responsible for the provision of a quality, safe and sustainable supply of civil and related services to all consumers within the Breede Valley Municipal Area within the framework of Council policies and the Occupational Health and Safety Act. This position will be reporting to the Director Technical Services.

**Duties:** Planning and formulating policy, introducing and enforcing same in the Division, including the revision and development of policies regarding quality management systems and operational management strategies; Manage the Civil Engineering Services Division by ensuring effective systems, infrastructure and processes are devised and implemented to enhance service delivery; Responsible for budget control and risk management; Manage and monitor the implementation of procedures and systems associated with legal and statutory requirements; Management of performance, productivity and personnel in Civil Engineering Services; Manage the formulation of specific contracts, tender documents and control contractual obligations; Attend a variety of associated meetings, including: Civil Engineering Forum meetings and conventions, Workshops and inter related meetings and conventions, Portfolio committee meetings, Variety of internal and external meetings; Manage the implementation of procedures and systems associated with document flow, quality systems, statutory and audit requirements.

**Requirements:** B degree in Civil Engineering or equivalent (NQF 7); Professional Registration in terms of Act 46 of 2000, sec 18 (1)(a)(i): Professional Engineer or sec 18 (1)(a)(ii): Professional Engineer Technologist; Code B drivers licence; Computer literacy (MS Office Applications, Civil Designer, Billcost); Proficiency in at least two of the official languages of the Western Cape; Good strategic leadership, management, human relations, interpersonal and communication skills; High level of responsibility; Ability to handle conflict; Attention to detail.

**Experience:** 10 years relevant experience.

**PLEASE NOTE:**

1. Please read the conditions carefully, only those who comply with the conditions will be considered.
2. The Municipality is an Equal opportunity employer and as such will observe the requirements of the employment equity act and its EE plan. Females and people with disabilities are encouraged to apply.
3. To apply in assured confidence, please send your Application form, CV, certified copies of qualifications and covering letter (including details of at least 3 contactable referees and the relevant reference number) to The Human Resources Manager, Breede Valley Municipality, Private Bag x3046, Worcester, 6849, or email to jobs@bvm.gov.za. For enquiries contact Thando Ngqabuko at the Human Resource Office, at 023 348 4955.

All applications should reach us by **23 October at 13:00**

Please note that \* No late applications will be considered \*No faxes will be accepted \*If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful \*Candidates wishing to have their CV's returned should provide a self-addressed envelope with the required postage stamps\* Canvassing with Councilors or any other decision-maker is not permitted and proof thereof will result in disqualification\* Fraudulent qualifications or documentation, will immediately disqualify any applicant.

**The Municipality reserves its right not to make an appointment**