



CEDERBERG MUNICIPALITY
VAKATURES / VACANCIES
NOTICE NUMBER: 146 / 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.

DIRECTORATE: TECHNICAL & PLANNING SERVICES
DIVISION: PMU & CAPITAL PROGRAMME
JOB TITLE: PROJECT COORDINATOR: MIG / EPWP
(THIS POSITION WILL BE STATIONED IN CLANWILLIAM)

Duties: To coordinate and provide advanced technical and administrative support for the planning, implementation and management of infrastructure, capital and maintenance projects, including Expanded Public Works Programme (EPWP) initiatives • This includes ensuring legal compliance, quality control, stakeholder coordination and the efficient use of resources, while also aligning with national and provincial funding frameworks and municipal strategic goals • Lead the scoping, conceptualisation, and initiation of infrastructure and community development projects, including capital works and EPWP initiatives, ensuring alignment with the Municipality's Integrated Development Plan (IDP), Service Delivery and Budget Implementation Plan (SDBIP) and national funding protocols • Prepare detailed project business plans, feasibility studies, and funding applications for submission to sector departments (e.g. COGTA, DWS, DHS) and compliance with frameworks such as MIG, INEP, WSIG, EPWP Incentive Grants etc • Provide technical oversight during the design and construction phases of municipal infrastructure projects, ensuring that all specifications meet legislative, regulatory and professional engineering standards. Coordinate the Municipality's EPWP implementation across all sectors, including infrastructure, social and non-state sectors, in accordance with the National EPWP Frameworks and relevant grant conditions (e.g. DORA, Incentive Agreements) • Coordinate with Finance and SCM units to ensure projects are aligned with approved budgets, expenditure forecasts, and procurement plans, including DORA and funding schedules • Serve as the primary liaison for community, departmental, intergovernmental, and consultant engagement on infrastructure and public employment projects Establish monitoring frameworks for project implementation, including timelines, key performance indicators (KPIs), job creation outputs, skills development targets and service delivery milestones • Coordinate with Human Resources and Skills Development Units to deliver appropriate training interventions to EPWP and project beneficiaries, including accredited courses, on-the-job training and SMME development • Supervise project team members, EPWP staff and interns / trainees, including performance monitoring, time management, task allocation and mentorship • Ensure all projects and public employment programmes are executed in compliance with legislative, regulatory and council-approved policies, including EPWP guidelines, municipal by-laws, DORA, MFMA and SCM Regulations • The full scope of duties is contained in the job description

Requirements: A relevant National Diploma in Engineering • Code B Drivers Licence • Fluent in two of the three official languages of the Western Cape • Computer Literate in MS Word / Excel / Outlook • Attention to detail • Administration skills • Protocol and business ethics • Good communication abilities • Able to handle conflict • Able to work under pressure Time management • Supervisory skills • 3 - 5 years' relevant experience.

Remuneration: T 12 (R 391 095.24 – R 507 653.28) per annum plus normal municipal benefits.



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The competency level for this position is a level 2 (ENGINEERING PROFESSIONALS COMPETENCY FRAMEWORK - TECHNICIAN) 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.

Core Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none">• Planning• Organisational Awareness• Attention to detail	<ul style="list-style-type: none">• Design• Project Management• Construction• Operations and Maintenance	<ul style="list-style-type: none">• Interpersonal Relationships• Service Delivery Orientation• Communication	<ul style="list-style-type: none">• Action and outcomes orientation• Resilience• Change readiness• Cognitive ability• Learning Orientation• Accountability and Ethical Conduct	<ul style="list-style-type: none">• Impact and Influence• Team Orientation• Direction Setting• Coaching and mentoring

CLOSING DATE FOR APPLICATIONS: 20 June 2025 at 12h00.

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

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