

# **JOE GQABI DISTRICT MUNICIPALITY**

## **NOTICE NO: 13/2026**

The Joe Gqabi District Municipality is a Category 4 Municipality, with its seat in Barkly East and covers the area of Walter Sisulu (Burgersdorp, Steynsburg and Venterstad, Maletswai and James Calata), Senqu (Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw) and Elundini (Ugie, Nqanqarhu, Mount Fletcher and the rural part of Tsolo and Qumbu).

**APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES ARE INVITED FOR THE FOLLOWING POSITION:**

### **SENIOR TECHNOLOGIST: PMU (5 YEAR FIXED TERM CONTRACT)**

#### **REMUNERATION**

An all-inclusive negotiable remuneration package is on offer.

#### **REQUIREMENTS**

- Grade 12
- Minimum B.Tech/B. Degree in Civil Engineering/Equivalent
- Professional registration with the Engineering Council of South Africa (ECSA)
- Computer Literacy.
- A valid driver's License (minimum code EB).
- Minimum of four (4) years relevant experience in the built environment.

#### **RESPONSIBILITIES**

- Giving input into the development or review of the division's, policies, administrative systems, and procedures
- Contributing to the development of the division's strategy by drafting input relating to the key performance and results indicators of the section.
- Supporting the immediate superior when presenting the division's policies, and strategy to the stakeholders.

- Implementing and coordinating the implementation of approved strategy, policies, and procedures.
- Coordinating, and guiding the service departments on the implementation of the planned projects and compliance with the requirements of applicable funding institutions.
- Coordinating the scheduling of performance progress evaluation meetings with service departments and service providers.
- Coordinating, and chairing scheduled performance evaluation meetings.
- Coordinating the recording and maintenance of the records relating to the progress evaluation site meetings.
- Facilitating the handover of the site to contractors.
- Establishing the quality assurance procedures and monitoring the implementation thereof by the service departments and service providers.
- Coordinating and monitoring the preparation and submission of works completion lists.
- Coordinating and expediting the procurement of all operating and maintenance manuals as well as all warranties and guarantees from the service providers contracted by the municipality.
- Coordinating the procurement of all statutory compliance certificates and documentation.
- Coordinating the finalization and submission of the health and safety file.
- Coordinating and monitoring the preparation and issuing of the works completion list by the service departments to the contractors.
- Coordinating the preparation and agreement of the final account by the cost accountant with the relevant contractors.
- Coordinating, monitoring, and issuing the completion defects list and certificate of completion.
- Preparing and forwarding the project closeout report to the immediate superior for further action.
- Coordinating and facilitating the processing of contractors' invoices after verifying the monthly completed targets against invoices and certifying the progress of payments.

- Scrutinising and verifying the variation orders, confirming recommendations on requests for the extension of deadlines, and forwarding them to the immediate superior for further action.
- Any other duties as reasonably delegated by management and as outlined in the job description linked to this position.

Kindly submit a detailed CV together with a prescribed application form and copies of relevant certified certificates and documents to the attention of the manager Human Resources or alternatively electronically apply via email on [recruitment@jgdm.gov.za](mailto:recruitment@jgdm.gov.za). **No faxed or late applications will be accepted.** Canvassing and/or lobbying of Councilor and officials will not be accepted and non-compliance thereof shall immediately disqualify any applicant.

***Please note that non-completion of the official Joe Gqabi District Municipality Application for Employment Form will immediately disqualify any applicant. The "Senior Management application form and Z83 application form will also not be accepted. The relevant form is obtainable from the Human Resources Section at the Barkly East Offices of the Joe Gqabi District Municipality and can also be downloaded from <http://www.jgdm.gov.za/>.***

"The Joe Gqabi District Municipality is committed to the principles of employment equity and to fostering an inclusive working environment that welcomes all suitably qualified applicants. Preference will be given to candidates from designated groups, including women, black people (Africans, Coloured's, and Indians), persons living with disabilities, and members of communities within the Joe Gqabi District, in accordance with the Employment Equity Act."

Should you not receive any response within two (2) months after the closing date, please accept that your application was unsuccessful. Applications to be sent to or handed in at the address below:

**ATTENTION: MANAGER: HUMAN RESOURCES AND LABOUR RELATIONS**

M.P Nonjola  
Municipal Manager  
Cnr. Cole and Graham Street  
Private Bag X102  
Barkly East  
9786

**ENQUIRIES: THEMBISA TOTO**

Tel No: (045) 979 3039  
File No: 4/6/3/8

A handwritten signature in black ink, appearing to be 'M. P. Nonjola', written in a cursive style with a large loop at the end.

**CLOSING DATE: 31 MARCH 2026**