



DIKGATLONG LOCAL MUNICIPALITY

Dikgatlong Local Municipality invites applications from suitably qualified candidates to fill the following vacant position within its establishment:

DEPARTMENT : Technical Services
POST : Project Management Technician (1 Post)
CENTRE : Barkly West, Northern Cape
REFERENCE No.: 2025/011/11/TSD

- **Total Remuneration Package:**
 - R 520 455.00 P/A Excluding Benefits,
- **Term of Appointment:**
 - Three Year Fixed Contract,
- **Minimum Qualifications / Requirements:**
 - Grade 12 and National Diploma or B Degree in Project Management or Civil Engineering;
 - Minimum of 3 years' relevant experience in project management;
 - Valid code 08 (EB or B) driver's license;
 - Report writing skills;
 - Microsoft Office packages proficiency.
- **Knowledge, Skills and Competencies:**
 - Analytical ability and integrity;
 - Interpersonal and people skills;
 - Good communication and problem solving skills;
 - Analytical and Strategic thinker;
 - Computer literacy.
- **Responsibilities:**
 - Overall management of PMU section.
 - Delivering technical support and evaluating projects in alignment with the respective Municipal IDP's and the regional and provincial growth and development plans;
 - Developing terms of reference for service providers;
 - Contract management - managing all consultants and contractors for each project;
 - Project managing, Labour intensive projects in line with the EPWP framework and the related reporting requirements;
 - Project management to ensure projects meet planning objectives and targets;
 - Arranging regular project progress meetings;
 - Ensuring compliance with all legal aspects and conditions, as required by the various spheres of government;
 - Conducting site visits/meetings to ensure compliance with business plan conditions;
 - Managing cash flows and committed project expenditure;
 - Verify payment certificates and preparing monthly payment schedule documentation;
 - Maintaining project performance data on a national database;
 - Assisting with project registrations;
 - Assisting with other related Municipal infrastructure programmes;
 - Implement, plan and manage projects covering all Civil Engineering disciplines with fixed budget and pre-determined project time-frames and in accordance with council resolutions;
 - Assessment of the impact of all infrastructure projects;
 - Reporting directly to the Manager: Technical Services.

Note:

- Preference will be given to suitable candidates from the designated groups;
- Should you not hear from us within one month of the closing date of this advertisement, please regard your application as being unsuccessful;
- Only short-listed candidates will be contacted;
- Late applications will not be considered;
- The municipality reserves the right not to appoint anyone in the position.

Closing date: 05 December 2025

If you meet the stated requirements, a detailed CV, certified copies of academic qualifications, Identity Document (certified copies must not be older than 3 months) should be addressed to **Dikgatlong Local Municipality, Private Bag X5, Barkly West, 8375** or hand delivered at **33 Campbell Street, Registry Office, Dikgatlong Local Municipality, Barkly West.**

Enquiries:
HR Officer
(053) 531 6528

Dikgatlong Local Municipality is an equal opportunity and affirmative action employer

Issued By: Ms B. Tsinyane
Municipal Manager