**MUNICIPAL INFRASTRUCTURE SUPPORT AGENT**

The Municipal Infrastructure Support Agent (MISA) is a newly established Government Component within the Ministry for Cooperative Governance and Traditional Affairs. Schedule 3 entity regulated in terms of the Public Service Act, of 1994, as amended. This initiative is an integral part of the Department of Cooperative Governance’s programme towards improving municipal infrastructure provisioning and maintenance for the benefit of the people of South Africa.

**APPLICATIONS:** Please forward your application, quoting the relevant reference number to recruitment@misa.gov.za.

Applications can also be hand-delivered to MISA Offices, Teljoy Building, International Business Gateway, Corner of New Road and 6th Road, Midrand

**CLOSING DATE:** 19 October 2012

**STARTING SALARY FOR POST OF CHIEF EXECUTIVE OFFICER (SALARY LEVEL 16) (5-YEAR CONTRACT POST)**

An all-inclusive remuneration package of R 1 406 796 per annum. This inclusive remuneration package consists of a basic salary, contribution to the Government Employees Pension Fund and a flexible portion that may be structured I.O. the applicable rules.

**STARTING SALARY FOR POSTS OF DEPUTY DIRECTOR-GENERAL (SALARY LEVEL 15)**

An all-inclusive remuneration package of R 672 314 per annum. This inclusive remuneration package consists of a basic salary, contribution to the Government Employees Pension Fund and a flexible portion that may be structured I.O. the applicable rules.

**STARTING SALARY FOR POSTS OF DIRECTOR (SALARY LEVEL 13)**

An all-inclusive remuneration package of R 1 076 090 per annum. This inclusive remuneration package consists of a basic salary, contribution to the Government Employees Pension Fund and a flexible portion that may be structured I.O. the applicable rules.

All the posts below are senior management posts. Candidates should therefore possess managerial skills on different levels of proficiency depending on the level of the posts. Candidates, who are short listed, could expect to undergo management competency assessments:

**Management competencies:** Strategic capability and leadership, people management and empowerment programme and project management, Service Delivery Innovation (SDI), client orientation and customer focus, financial management, communication, change management, knowledge management, problem solving and analysis, honesty and integrity.

POST: CHIEF EXECUTIVE OFFICER (DIRECTOR-GENERAL LEVEL) (SALARY LEVEL 16) (5-YEAR CONTRACT POST)

**REF:** MISA/CEO

**CENTRE:** MIDRAND

**REQUIREMENTS:** An appropriate three-year Bachelor’s degree or equivalent qualification with extensive work experience in the infrastructure field at senior management level.

**Technical Competencies:**

- In-depth knowledge and understanding of:
- Infrastructure planning and programme and project management.
- Municipal infrastructure planning processes.
- Comprehensive Infrastructure Plans.
- Spatial planning and Provincial Growth and Development Strategies.
- Local socio-economic infrastructure.
- Construction industry.

**DUTIES:** The successful candidate will perform the following duties:

- Develop and implement anti-corruption strategies.
- Develop and implement an audit strategy for the Municipal Infrastructure Support Agent (MISA).
- Establish and maintain the vendor database.
- Provide technical support to develop comprehensive infrastructure planning frameworks and strategies for infrastructure maintenance.
- Provide strategic leadership with regards to developing and implementing capacity building initiatives and programmes for the Municipal Infrastructure Support Agent (MISA).
- Provide qualitative and quantitative information and knowledge management support to municipalities.
- Manage ICT service providers.
- Ensure that infrastructure delivery meets norms and standards for the built environment.

**POST:** DEPUTY DIRECTOR-GENERAL: INFRASTRUCTURE PLANNING (SALARY LEVEL 15)

**REF:** MISA/DGO-03

**CENTRE:** MIDRAND

**REQUIREMENTS:** An appropriate three-year Bachelor’s degree or equivalent qualification with extensive work experience in the infrastructure field at senior management level.

**Technical Competencies:**

- In-depth knowledge and understanding of:
- Infrastructure planning and programme and project management.
- Municipal infrastructure planning processes.
- Comprehensive Infrastructure Plans.
- Spatial planning and Provincial Growth and Development Strategies.
- Local socio-economic infrastructure.
- Construction industry.

**DUTIES:** The successful candidate will perform the following duties:

- Oversee large scale programme and project planning.
- Ensure that identified municipalities receive technical support to develop comprehensive plans.
- Advise and support identified municipalities on capacity building for sustainable infrastructure development.
- Ensure that identified municipalities receive technical support to deliver on the entire life cycle of infrastructure.
- Ensure development and improvement of frameworks and strategies for infrastructure maintenance.
- Oversee MISA’s involvement in the work of the Presidential Infrastructure Coordination Commission (PICC).

**POST:** DIRECTOR: COMMUNICATION AND STAKEHOLDER LIASON (SALARY LEVEL 13)

**REF:** MISA/DIR-03

**CENTRE:** MIDRAND

**REQUIREMENTS:** An appropriate three-year Bachelor’s degree or equivalent qualification in the Communication field with extensive relevant work experience at middle management level.

**Technical Competencies:**

- In-depth knowledge and understanding of:
- Capacity Building Strategies.
- Government and private sector infrastructure development.
- Infrastructure planning and programme and project development.
- Local government.
- Municipal infrastructure environment.
- Programme and project management.
- Law.
- Procurement.
- Stakeholder management.
- Supply Chain Management.

**DUTIES:** The successful candidate will perform the following duties:

- Ensure that identified municipalities receive technical support to develop strategic plans for infrastructure development.
- Provide strategic leadership with regards to developing and implementing capacity building initiatives and programmes for the Municipal Infrastructure Support Agent (MISA).
- Establish and maintain the vendor database.
- Develop and maintain the ICT policies and procedures.
- Develop and maintain the ICT infrastructure.
- Manage ICT service providers.
- Ensure that identified municipalities receive technical support to develop comprehensive infrastructure planning frameworks and strategies for infrastructure maintenance.
- Support municipalities in ensuring a proper maintenance programme for infrastructure related matters in identified municipalities.
- Support the management of operations and ensure a proper maintenance programme for municipal infrastructure.
- Oversee the provision of operations and maintenance support to identified municipalities.
- Oversee the provision of operations and maintenance support to identified municipalities.

**POST:** HEAD: CAPACITY BUILDING (CHIEF DIRECTOR LEVEL) (SALARY LEVEL 14)

**REF:** MISA/CDO-01

**CENTRE:** MIDRAND

**REQUIREMENTS:** An appropriate three-year Bachelor’s degree or equivalent qualification with extensive relevant work experience at senior management level.

**Technical Competencies:**

- In-depth knowledge and understanding of:
- Infrastructure planning and programme and project management.
- Municipal infrastructure planning processes.
- Comprehensive Infrastructure Plans.
- Spatial planning and Provincial Growth and Development Strategies.
- Local socio-economic infrastructure.
- Construction industry.

**DUTIES:** The successful candidate will perform the following duties:

- Provide strategic leadership with regards to developing and implementing capacity building initiatives and programmes for the Municipal Infrastructure Support Agent (MISA).
- Establish and maintain the vendor database.
- Develop and maintain the ICT policies and procedures.
- Develop and maintain the ICT infrastructure.
- Manage ICT service providers.
- Ensure that identified municipalities receive technical support to develop comprehensive infrastructure planning frameworks and strategies for infrastructure maintenance.
- Support municipalities in ensuring a proper maintenance programme for infrastructure related matters in identified municipalities.
- Support the management of operations and ensure a proper maintenance programme for municipal infrastructure.
- Oversee the provision of operations and maintenance support to identified municipalities.
- Oversee the provision of operations and maintenance support to identified municipalities.

**POST:** DIRECTOR: INFORMATION TECHNOLOGY INFRASTRUCTURE AND APPLICATIONS (SALARY LEVEL 13)

**REF:** MISA/DIR-04

**CENTRE:** MIDRAND

**REQUIREMENTS:** An appropriate three-year Bachelor’s degree or equivalent qualification with extensive relevant work experience at middle management level.

**Technical Competencies:**

- In-depth knowledge and understanding of:
- Public Finance Management Act (PFMA).
- Government and private sector infrastructure development.
- Best practices and models for infrastructure.
- Local government.
- Municipal infrastructure environment.
- Programme and project management.
- Law.
- Procurement.
- Stakeholder management.
- Supply Chain Management.

**DUTIES:** The successful candidate will perform the following duties:

- Develop and implement an audit strategy for the Municipal Infrastructure Support Agent (MISA).
- Establish and maintain the vendor database.
- Provide technical support to develop comprehensive infrastructure planning frameworks and strategies for infrastructure maintenance.
- Support municipalities in ensuring a proper maintenance programme for infrastructure related matters in identified municipalities.
- Support the management of operations and ensure a proper maintenance programme for municipal infrastructure.
- Oversee the provision of operations and maintenance support to identified municipalities.
- Oversee the provision of operations and maintenance support to identified municipalities.

**POST:** DIRECTOR: INTERNAL AUDIT AND RISK MANAGEMENT (SALARY LEVEL 13)

**REF:** MISA/DIR-05

**CENTRE:** MIDRAND

**REQUIREMENTS:** A three-year Legal degree or equivalent qualification with extensive work experience at middle management level.

**Technical Competencies:**

- In-depth knowledge and understanding of:
- Legislative framework.
- Contract management.
- Government and private sector infrastructure development.
- Local socio-economic infrastructure.
- Government and private sector infrastructure development.
- Local government.
- Municipal infrastructure environment.
- Programme and project management.
- Law.
- Procurement.
- Stakeholder management.
- Supply Chain Management.

**DUTIES:** The successful candidate will perform the following duties:

- Ensure that identified municipalities receive technical support to develop strategic plans for infrastructure development.
- Provide strategic leadership with regards to developing and implementing capacity building initiatives and programmes for the Municipal Infrastructure Support Agent (MISA).
- Establish and maintain the vendor database.
- Develop and maintain the ICT policies and procedures.
- Develop and maintain the ICT infrastructure.
- Manage ICT service providers.
- Ensure that identified municipalities receive technical support to develop comprehensive infrastructure planning frameworks and strategies for infrastructure maintenance.
- Support municipalities in ensuring a proper maintenance programme for infrastructure related matters in identified municipalities.
- Support the management of operations and ensure a proper maintenance programme for municipal infrastructure.
- Oversee the provision of operations and maintenance support to identified municipalities.
- Oversee the provision of operations and maintenance support to identified municipalities.

**POST:** DIRECTOR: INFORMATION TECHNOLOGY INFRASTRUCTURE AND APPLICATIONS (SALARY LEVEL 13)

**REF:** MISA/DIR-04

**CENTRE:** MIDRAND

**REQUIREMENTS:** An appropriate three-year Bachelor’s degree or equivalent qualification in the Information Technology field with extensive work experience at middle management level.

**Technical Competencies:**

- In-depth knowledge and understanding of:
- Information Technology.
- Infrastructure Systems Operations.
- SDLC and application development.
- Systems security.
- ICT software and understanding of:
- Contract management.
- Legislative framework.
- Contract drafting and review.

**DUTIES:** The successful candidate will perform the following duties:

- Provide sound legal advice and litigation support.
- Support the management of operations and ensure a proper maintenance programme for municipal infrastructure.
- Oversee the provision of operations and maintenance support to identified municipalities.
- Oversee the provision of operations and maintenance support to identified municipalities.

**POST:** DIRECTOR: COMMUNICATION AND STAKEHOLDER LIASON (SALARY LEVEL 13)

**REF:** MISA/DIR-03

**CENTRE:** MIDRAND

**REQUIREMENTS:** An appropriate three-year Bachelor’s degree or equivalent qualification in the Communication field with extensive relevant work experience at middle management level.

**Technical Competencies:**

- In-depth knowledge and understanding of:
- Legislative framework.
- Contract management.
- Government and private sector infrastructure development.
- Local socio-economic infrastructure.
- Government and private sector infrastructure development.
- Local government.
- Municipal infrastructure environment.
- Programme and project management.
- Law.
- Procurement.
- Stakeholder management.
- Supply Chain Management.

**DUTIES:** The successful candidate will perform the following duties:

- Ensure that identified municipalities receive technical support to develop strategic plans for infrastructure development.
- Provide strategic leadership with regards to developing and implementing capacity building initiatives and programmes for the Municipal Infrastructure Support Agent (MISA).
- Establish and maintain the vendor database.
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