



LAINGSBURG MUNICIPALITY
EXTERNAL VACANCY
NOTICE NUMBER 76 /2025

PROJECT MANAGEMENT AND HUMAN SETTLEMENTS ADMINISTRATOR
DEPARTMENT: INFRASTRUCTURE MANAGEMENT
DIVISION: PMU AND HUMAN SETTLEMENTS
PERMANENT

SALARY SCALE: Post Level T6: R162 855, 96 – R211 406,04 annum
Additional Benefits: Medical aid (optional), Pension, 13th cheque

REQUIREMENTS

- Grade 12
- 1-2 years administrative experience.
- Computer literacy (MS Office proficiency)
- Construction Administration/data capturing will be an advantage
- Drivers licence will be an advantage

KEY COMPETENCIES

- Good database management skills.
- Attention to detail.
- Good Communication skills (Written and Verbal).
- Ability to work with public members.

KEY PERFORMANCE AREAS

- Provides administrative support and communicate with technicians, consultants and other authorities pertaining to PMU information.
- Register and capturing all labour-intensive projects on the various reporting systems.
- Processing of work orders of services, repairs and maintenance, insurance claims and capital jobs timeously
- Monthly reporting to the PMU Manager and Senior Manager: Infrastructure management with regards to projects
- Contract administration and filing
- Handling departmental correspondence
- Liaise with SCM for works material and tools
- Perform Human Settlement Initiatives for the Laingsburg Municipality.

The Competencies level for this position is a Administrative level 1 as stipulated 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 Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/ Leadership Competencies
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<ul style="list-style-type: none"> • Written Communication • Oral Communication • Attention to Detail • Influence • Ethics and Professionalism • Organisational Awareness • Problem Solving • Planning and Organising 	<ul style="list-style-type: none"> • Business Processes • Use of Technology • Data Processing and Analysis 	<ul style="list-style-type: none"> • Interpersonal Relationships • Communication • Service Delivery Orientation • Client Orientation and Customer Focus 	<ul style="list-style-type: none"> • Action Orientation • Resilience • Change Readiness • Cognitive ability • Learning orientation 	<ul style="list-style-type: none"> • Impact and Influence • Team Orientation • Direction Setting • Client Orientation and Customer Focus
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CLOSING DATE: 18 JULY 2025

Please note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Originally completed applications, accompanied by originally-certified true copies of qualification certificates as well as required driver's licences. Professional Driver's Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged and no supporting documents will be returned. No copies of certified copies will be accepted. No emailed or faxed applications will be considered. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Laingsburg Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (Three) months of the closing date, please regard your application as unsuccessful. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

Submit your application on the Laingsburg Municipal application form (available at the office/municipal website) clearly stating for which post you apply for together with detailed CV and certified copies of qualification for the attention of The Municipal Manager, Private Bag X4, Laingsburg, 6900 or hand deliver applications at Laingsburg Municipality Offices at 2 Van Riebeeck Street, Laingsburg, at Department Corporate Services on or before the closing date.

Administrative enquiries should be forwarded to Human Resources, **Ms Noeline Gouws at (023) 5511 019**



JAFTA BOOYSEN
MUNICIPAL MANAGER
02 July 2025

Municipal Offices
Private Bag X4
LAINGSBURG
Tel: 023 5511 019