

POST NO.03/2018/19
JOB TITLE: INFRASTRUCTURE MANAGER
SALARY MARKET RELATED

Requirements:

- Grade 12 / Matric Certificate
- A three year tertiary qualification in Civil Engineering or equivalent plus project management.
- 3-4 years in Project Management and Considerable management experience in the Civil Engineering or related field.
- Computer literacy in MS Software packages viz. Word, Excel, Project, etc.
- A valid code B driver's license.
- Good communication and presentation skills.
- Registration with the Engineering Council of South Africa (ECSA) will be an added advantage

Job Tasks

- Render technical support for and evaluate proposed projects in alignment with the respective UMDA business strategy.
- Project manage the labour intensive projects in line with the Expanded Public Works Programme framework related to reporting requirements as per infrastructure guidelines.
- Arrange regular project progress meetings with service providers.
- Ensure compliance with all legal aspects and conditions as required from the different spheres of government.
- Conduct site visits/meetings to ensure compliance with the business plan conditions as per infrastructure guidelines.
- Approval of designs and contractor management.
- Verify payment certificate and prepare monthly payments schedule documents for infrastructure funded projects.
- Monitor and evaluate projects.
- Develop business plan and with other related infrastructural programmes.
- Liaison with other spheres of Government, Municipalities, board and the public.
- Financial control of projects and operating budgets.
- Ensure implementation of all municipal projects, Performance Management System, policies and procedures of the municipal entity.
- Make and enforce airport rules and regulations. Plan and supervise maintenance and safety programs. Negotiate leases with airport tenants, such as airlines. Survey future needs of the airport and make recommendations. Set up the airport budget. Promote the use of the airport and runs an aircraft repair station, sells aviation fuel, gives flight lessons, and offers air taxi or charter flights.
- Any other duties that may be assigned by the CEO.

Key Competencies:

- Overcomes unexpected difficulties and challenges to produce results;
- Works effectively with diverse colleagues in own and other departments;
- Consistently seeks and addresses feedback on own performance;
- Actively supports work improvement and/or organizational change by work or deed;
- Good understanding of Development Agencies and their legal framework;
- Good analytical, presentation and writing skills