



UMASIPALA **MTHONJANENI** MUNICIPALITY  
MUNISIPALITEIT

Applications are invited from suitable qualified persons for the following position:

**IDP/ PMS MANAGER**

**SALARY NOTCH T15: R 345 467.88-R 448 452.36 per annum**

**ESSENTIAL REQUIREMENTS:**

- Grade 12
- An Appropriate Bachelor's degree/ National diploma in Town and Regional Planning or equivalent qualification
- 5 years relevant experience in the field of Integrated Development Planning and Performance Management System, at least 3 years must be at a senior level.
- Traceable public administration experience
- Thorough knowledge of policy formulation and strategy
- Sound knowledge and understanding of Local, provincial and National Departments in relation to IDP
- Presentation and facilitation skills
- Excellent verbal and written communication skills
- A valid driver's licence

**KEY PERFORMANCE AREAS**

- Manage and review the implementation of the organisational and individual performance monitoring and evaluation system
- Develop and review an Integrated Development Plan (IDP)
- Develop and review Service Delivery Budget Implementation Plans (SDBIP)
- Ensure alignment of SDBIP with IDP and PMS
- Compile quarterly and annual performance reports
- Liaise with municipal departments to ensure that all activities and operations are aligned with IDP
- Develop planning, monitoring and reporting tools on IDP and PMS
- Ensure Compliance to all statutory requirements as stipulated in the Municipal Systems Act

Further information can be obtained from the Human Resources Office on Tel 035 450 2082, applications consisting of a comprehensive CV, covering letter and certified copies of qualifications and ID should be submitted to: The Acting Municipal Manager, Mthonjaneni Municipality, PO Box 11, Melmoth, 3835.

Should you not be contacted within a period of thirty days after the closing date, your application should be deemed as unsuccessful. Canvassing of councillors and management will result in the disqualification of the applicant.

***No emailed or faxed applications will be accepted.***

**CLOSING DATE: 30 December 2016**

**P P SIBIYA  
ACTING MUNICIPAL MANAGER**