



UMASIPALA **MTHONJANENI** MUNICIPALITY  
MUNISIPALITEIT

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

**IDP/ PMS MANAGER**

**SALARY NOTCH T16: R 523 305.00-R 679 293.12 per annum**

**ESSENTIAL REQUIREMENTS:**

- Grade 12
- An Appropriate Bachelor's degree in Town and Regional Planning/Development Studies or equivalent qualification,
- Registration with recognised professional body,
- 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),
- Organise and be secretariat to IDP forum,
- Develop and review Service Delivery Budget Implementation Plans (SDBIP),
- Prepare and submit of reports to relevant stakeholders,
- Ensure alignment of SDBIP with IDP and PMS,
- Compile monthly, 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 Municipal Manager, Mthonjaneni Municipality, PO Box 11, Melmoth, 3835 or hand delivered to 41 Symmonds Street, 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: 17 June 2022**

  
**MR. Z.S. MTHETHWA**  
**MUNICIPAL MANAGER**