

**Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following positions:**

**MUNICIPAL MANAGER'S OFFICE**

**IDP/PMS OFFICER**

**Salary Scale: R185 111.64- R240 296.88 per annum**

Applicable benefits: medical aid, pension, 13<sup>th</sup> cheque, home owner's allowance

**Minimum Requirements**

- Grade 12 Senior Certificate
- An appropriate National diploma/Degree in Planning and Development or Public Administration or an equivalent qualification.
- The person should have 2-3 years' experience in the Performance Management System (PMS) and Integrated Development Planning (IDP).
- Good communication skills (verbal and written).
- Sound knowledge and understanding of Inter-Governmental Relations in terms of IDPs.
- Presentation and facilitation skills.
- Sound knowledge of Local Government legislation.
- A valid driver's licence.

**Key performance areas:**

- Assist the IDP/PMS Manager in developing and reviewing the IDP and PMS.
- Develop performance contracts for Municipal employee,
- Review Departmental scorecards;
- Develop and review the Services Delivery and Budget Implementation Plan (SDBIP)
- Develop an IDP Framework and process plans;
- Compile quarterly and annual performance reports;
- Develop the planning, monitoring and reporting tools on IDP and PMS.
- Liaise with all Municipal departments continuously to ensure that all their activities and operations are aligned with the IDP and PMS.
- Organise meetings and events that are IDP and PMS related.
- Render administration duties to the IDP/PMS unit.

Ubuhlebezwe Municipality is an equal opportunity and an affirmative action employer.

**A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificate and Identity document must be forwarded to: The Municipal Manager, P. O. Box 132, and IXOPO; 3276 by not later 16h00 on Friday the 21 August 2015. Faxed applications will not be accepted. If you do not hear from Council within 30 days of the closing date, please consider your application as unsuccessful.**

All enquiries should be directed to the HR Officer, Mrs. LH Khumalo (039 834 7700)

**Council reserves the right not to make any appointment/appointments into the abovementioned positions.**

---

**GM SINEKE  
MUNICIPAL MANAGER**