



EMADLANGENI MUNICIPALITY

Emadlangeni Municipality as an equal opportunity, affirmative action employer with its legislative and executive seat in Utrecht invites suitably and qualified candidates to apply and fill the following vacant positions:

OFFICE OF THE MUNICIPAL MANAGER

POSITION : IDP/PMS MANAGER

Salary: R449 068,32

Requirements:

- Matriculation.
- Bachelor's Degree in Town & Regional Planning or Monitoring and Evaluation or equivalent social science qualification
- A minimum of 5 years' experience in the relevant field.
- Driver's Licence.
- Computer Literacy.
- Good organisational and communication skills.

Added advantage

- Registered with South African Council for Planners

Responsibilities:

- Reporting directly to the Municipal Manager, the successful incumbent will be responsible for the following:
 - Formulation of the IDP and Budget Process Plan,
 - Ensuring alignment between the District Municipality Framework and Local Municipality process plans.
 - Ensuring that the IDP is completed within time frames and is aligned to budget.
 - Ensuring the IDP incorporates all the National and Provincial Policy imperatives.
 - Responsible to regularly updating situational analysis of the Municipality
 - Manage the coordination of publication of the IDP and participation of stakeholders and community.
 - Monitoring the implementation and collating the IDP progress reports from sectors.
 - Manage the development and implementation of Performance Management System.
 - Responsible for developing the Service Delivery and Budget Implementation Plan that is aligned to IDP and Budget.
 - Managing the coordination in developing all strategic planning documents within the time-frames.
 - Responsible for preparing of quarterly, half yearly and annual performance reports and oversight report to Council as required by MSA and MFMA.

- Responsible for developing the analysis report on the performance of the municipality on pre-determined objectives and set targets.
- Report IDP/PMS matters to Management and Executive Committee / Mayoral Committee.
- Research and recommend to Council the best practices and latest developments and models applicable in the field of Performance Management
- Responsible to prepare the Audit File and respond to all RFI/enquiries raised.

Detailed CV's can be forwarded to the Acting Municipal Manager: Emadlangeni Municipality, 34 Voor Street Utrecht: 2980 or P O Box 11, Utrecht: 2980.

For further information, you may contact the Human Resources Office at 034 331 3041.

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 30 days of the closing date, you should consider your application as being unsuccessful.
The Municipality will not take responsibility for information not mentioned in applications and will not be held responsible for lost applications unless proof of submission can be supplied.
- **NO** late, e-mailed or faxed applications will be accepted.
- Shortlisted applicants may be required to undergo proficiency test.
- **NO** applications shall be considered without certified copies of the original documents of qualifications.
- The Municipality adheres to the provisions as contained in the Employment Equity Act to ensure the representivity through the process of affirmative action.
- Reference checks will be done.
- Applicants may be subjected to a vetting process.
- Only Foreign qualifications accredited by the South African Qualifications Authority will be considered.
- **No recruitment agency contracted by Emadlangeni Local Municipality. Applicants shall be vigilant about scammers calling using own cellphone offering jobs on behalf of the Municipality. The Municipality will conduct recruitment and selection fair without involving any agency and the municipality request applicants to report scammers to SAPS.**

CLOSING DATE: 28 MAY2021



MR S.S. DE KLERK
ACTING MUNICIPAL MANAGER