



ALFRED NZO
DISTRICT MUNICIPALITY
EXTERNAL ADVERTISEMENT

VACANT POSITION

NOTICE NO 16/2023/2024

Alfred Nzo District Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. ***People with physical disabilities are encouraged to apply.***



Applicants are hereby invited from suitably qualified persons for the following position:

1. MUNICIPAL MANAGER'S OFFICE – IDP AND PMS

MANAGER: IDP AND PMS

TASK GRADE: 17

ANNUAL BASIC SALARY R716 243.00 PLUS BENEFITS

STATIONED PLACED: ALFRED NZO DISTRICT MUNICIPALITY OFFICES

ESSENTIAL REQUIREMENTS: Grade 12 • A recognized Degree (NQF Level 7) in Town & Regional Planning or Social Science or Development Studies or Public Administration or any relevant NQF Level 7 Qualification • 8 years' or more relevant experience covering all aspects of the Integrated Development Planning process and Organisational Performance Management Systems or developing business plans and monitoring and evaluating performance within a political • Competency in the use of computers especial in Excel, Word, Power Point, Outlook, internet and Publisher • A Valid drivers' license.

ERF 1400 NTSIZWA STREET, PRIVATE BAG X511, EMAXESIBENI, 4735,

TEL: 039 254 5000 FAX: 039 254 0343 WWW.ANDM.GOV.ZA CUSTOMER CARE LINE: 086 000 3781

WPM

KEY PERFORMANCE AREAS: Formulation of the IDP and Budget Process Plan, ensuring alignment between the District Municipality Framework Plan and Local Municipality's process plans. • Management and Coordination of IDP Process • Ensuring that community involvement is effective • Ensuring that the IDP is completed within the time frames and is aligned to budget • Ensuring that the IDP INCORPORATES all the National and Provincial Policy imperatives • Responding to inputs from participants and stakeholders on the draft IDP • Amending the IDP in accordance with the proposals, recommendations and or comments from the MEC • Responsible for public of the IDP Document • Responsible to regularly update situational analysis of the municipality • Responsible to coordinate and monitor annual reviews • Coordinate and collate IDP implementation progress reports from sector departments • Responsible for drafting the Performance Management Policy and procedure for the institution • Responsible for the implementation of Institution Performance Management System.

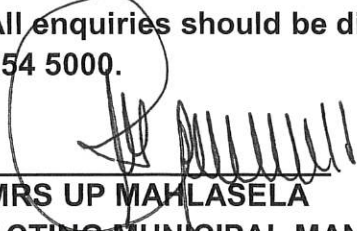
Closing date: 01 March 2024 @15:00

Please note: Applicants must submit a completed **ANDM Employment Form** obtained from our offices or on our website (www.andm.gov.za) and a comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license where applicable. **Applications should be forwarded to the Corporate Services Department, Alfred Nzo District Municipality, ERF 1400 Ntsizwa Street or Private Bag X 511, Mount Ayliff, 4735. Appointment will be subject to appropriate security clearance/criminal record check, a competency as well as reference and qualification checks.** If applicants receive no notification within two months from the closing date, please assume that your application was unsuccessful. The council reserves the right not to fill the position. Alfred Nzo District Municipality is an equal opportunity and affirmative action employer and people from designated groups.

CRAW

LATE, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED

All enquiries should be directed to Mr. S Fikeni, Senior HR Officer by telephone at (039) 254 5000.



**MRS UP MAHLASELA
ACTING MUNICIPAL MANAGER**

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