

Tel: 040 6733 095  
Fax: 040 6733 771



PO Box 539  
Peddie  
5640

## VACANCIES

Ngqushwa Municipality incorporating Hamburg, Peddie Town, rural and portion of King Williams Town rural invites suitably qualified and experienced candidates to apply for the following position:-

**Department :** Office of the Municipal Manager  
**Position :** Officer: IDP & PMS  
**Basic Salary :** R193 429.00 – R251 080.00 p.a (Task Grade 11)

### Requirements

- Degree/Diploma in Development Planning or relevant Bachelor's Degree
- 2-3 years relevant experience in local government, preferably with experience in integrated development planning
- Advanced computer skills in MS Word, MS Excel, MS PowerPoint etc
- Code 8 driver's license

### Duties

- Assist the IDP & PMS Manager to ensure that national time frames regarding IDP and budget processes are adhered to.
- Assist the IDP & PMS Manager to ensure that the municipal planning process is horizontally and vertically aligned and complies with national and provincial requirements
- Assist the IDP & PMS Manager to facilitate and ensure the development of strategic IDP that is appropriate to the conditions of the area
- Ensure proper documentation of the process and results of IDP through ensuring relevant documentation is filed for archives and is available for governmental and public scrutiny
- Conduct community research that will inform the IDP's alignment with other departments, neighboring municipalities and sector departments
- Provides guidelines and information on the Performance Management System
- Performs secretariat function for all IDP & PMS meetings
- Perform all other general functions associated with the position

**Department :** Technical Services  
**Position :** General Assistants X2  
**Basic Salary :** R 74 925.00 – R 84 338.00 p.a (Task grade 3)

### Requirements:

- Minimum of grade 10
- Good physical strength and stamina, willingness and ability to work under varying climate conditions
- Ability to understand and follow oral and written instructions
- Ability to perform duties and responsibilities allocated to him/her including responsible job related experience

**Duties**

- Ability to work unsupervised
- Ability to undertake general laboring tasks during road works, road maintenance and road marking and signage
- Undertakes general laboring tasks and operates small plant and equipment for storm water drainage
- Cleans worksites, stores equipment and tools and loads materials prior to departure from work site
- Perform all other general functions associated with the post

Interested persons should submit an application letter together with comprehensive curriculum vitae, certified copies of qualifications and the names of at least three contactable references, to the **Municipal Manager, PO Box 539, Peddie, 5640.**

Enquiries can be directed to the **Human Resources Manager, Mr. Mkhusele Mxekezo** at **040 6733 095.**

**NB:**

- No faxed or e-mailed applications will be accepted
- Only certified copies of certificates, ID and driver's license (where necessary) accepted.
- Canvassing of Councillors and/or officials will result to disqualification of your application
- Only the shortlisted and successful applicants would be contacted, therefore if you have not heard from us within 30 days after the closing date regard yourself as unsuccessful, however the Municipality appreciates your interest and wishes you the best in your career.
- Ngqushwa Municipality is under no obligations to fill the post after advertisement thereof.
- Ngqushwa Municipality encourages people from designated groups to apply in line with Employment Equity Act and Municipal Employment Equity Plan.

**Closing date: 23 March 2016**

**MR. T.T. MNYIMBA  
MUNICIPAL MANAGER**