

Tel.: 040 6733 095  
Fax: 040 6733 771



PO Box 539  
Peddie  
5640

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## VACANCY

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:-

### Re-advertisement

**Department :** Office of the Municipal Manager  
**Position :** Practitioner: IDP and PMS  
**Salary :** R 235 534.00 –R 305 734.00 p.a (Task Grade 11)

#### Requirements:-

- B. Degree/National Diploma in Public Management/Local Government or any equivalent qualification
- 2-3 years relevant experience
- Experience of municipal environment will be an added advantage
- Advanced computer programme
- Valid driver's license

#### Duties:-

- Prepare and communicate the Process Plan to ensure understanding of the phases and activities of IDP
- Monitor legal requirements and government reporting regulations applicable to IDP and make recommendations of the implementation or amendment of systems, policies, procedures and processes
- Manage and co-ordinate performance management of the organization
- Provide inputs into matters that should be included in the organizational PMS
- Verify that key performance areas and performance targets are set for the proper monitoring of performance
- Monitor progress of both IDP and PMS processes to ensure that plans are effectively implemented
- Respond to comments on the IDP/PMS as received from the public or other spheres of government
- Provide capacity building support to community/ward committees on Council related activities in conjunction with public participation

**NB: Those who have applied previously need not to apply**

Interested people should address their applications 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. L Nqawa at 040 6733 095**.

**NB:**

- No faxed or e-mailed applications will be accepted
- Only certified copies of certificates, ID and driver's license 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.
- Applicants with disabilities are encouraged to disclose their disability status on their application.
- Preference will be given to applicants from designated groups in line with Employment Equity Act & Plan.

**Closing date: 26 January 2019**

**MRS. M.P. MPAHLWA  
MUNICIPAL MANAGER**