



BIG 5 HLABISA LOCAL MUNICIPALITY (KZ 276)

P.O Box 387
Hlabisa
3937

Lot 808, off Masson Street
Hlabisa
3937

Tel: +(27)035 838 8500 – Hlabisa

Tel: +(27)035 838 7200 – Hluhtuwe

E-mail: mm@big5hlabisa.gov.za

POSITION: MANAGER IDP/PMS – INTERNAL AND EXTERNAL ADVERTISEMENT

The Big 5 Hlabisa Local Municipality seeks to appoint suitable qualified personnel to assist Council to achieve its vision and mission. The Municipality subscribes to an affirmative action program that is non-racial, non-discriminatory but based on merits. Council reserves the right not to make any appointment.

Salary : Task grade 15 of category 1 Municipality

Minimum Requirements: -

- Grade 12 Certificate;
- Bachelor's Degree or National Diploma in Local Government / Social Science or equivalent;
- Must be well versed in Local Government environment;
- Valid Code B Driver's License;
- Must be computer literate;
- Must Show an understanding of data analysis;
- 5 years' experience in the relevant field preferably Local Government

Inherent Job Requirements

- Knowledge of Municipal Structures Act, MFMA Treasury Regulations and other legislative framework related to Local Government Sector
- Knowledge of the municipality's functional departments and understanding of strategic integration across
- Understanding the intention of proposed legislation or revisions pertinent functions and responsibilities, developing comments on the impact of specific provisions for consideration during stakeholder and government deliberations.
- Networking skills, research skills and presentation skills
- Problem solving skills and analytical skills
- Excellent interpersonal skills, communications kills and Report writing skills.

Key Performance Areas Include:

- Responsible for the development and implementation of the IDP;
- Responsible for the review of the IDP and monitoring through research and analysis, participation meetings / Representative Forums;
- Liaise and interact with officials, Councillors, Government Sector and other stakeholders.
- Report writing and facilitation of workshops;
- Manages the compilation, verification and submission process of the service delivery budget implementation plan in accordance with statutory acts.
- Provide advice on alignment of or, controlling the implementation of operational, performance and management reporting systems and controls to facilitate the execution of responsibilities and maintain conformity with sound corporate governance principles, financial regulations and audit guidelines and statutory acts.
- Manages the compilation, verification and submissions process of the Service Delivery and Budget Implementation Plan (SDBIP).
- Drafting performance agreements based on performance plans for Section 56 and Section 57 of the Municipal Systems Act
- Formulating recommendations on policy review in respect of specific requirements attached to functions of the Department, assessing the validity of researched outcomes and/or best practice references to consolidating and substantiating the need for change.
- Creating and implementing the required communication structures to enable participation and exchange of knowledge and views of the municipality's efforts in improving the culture of service delivery through performance.
- Evaluating performance results from the monitoring and evaluation system using quantitative methods to analyze financial and non-financial accomplishments against indicators.
- Engaging with the relevant Departments and mapping alternatives and/ or solutions to address alignment to priorities and compliance with statutory requirements.
- Conducting appraisals to measure performance and objective accomplishments against agreed targets and reviewing goals and setting new objectives

- Preparing and submitting of annual assessment reports item to the Council for consideration and approval and to confirm the performance bonus payable against the performance results for senior managers.
- Controlling organizational performance reporting requirements, scrutinizing and vetting performance reports to validate accuracy of the content against key measures and standards
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NB: Canvassing is strictly prohibited and proof thereof will disqualify applicants. Applications must be accompanied of comprehensive CV, certified copies of qualifications, ID and covering letter that indicate the position you are applying for and must be sent by post to: The Municipal Manager; Big 5 Hlabisa Local Municipality; P.O Box 387: Hlabisa 3937; or Hand delivery to Lot 808, Off Masson Street; Hlabisa 3937 or 163 Zebra Street Hluhluwe 3960 on or before the closing date which is strictly not later than **16h00 of the 11 June 2024.**

Applications without the required documents will not be considered. Enquiries can be directed to the Human Resources Manager Mr. BN Ngwane during working hours on the number provided in the letterhead and should you not hear from us within 30 working days after closing date please consider your application as unsuccessful.

FAXED OR E-MAIL APPLICATIONS AND THOSE WITHOUT ACCOMPANYING DOCUMENTS WILL NOT BE CONSIDERED.

APPROVED BY:



DR V.J MTHEMBU
MUNICIPAL MANAGER

17/06/2024
DATE