



ELUNDINI LOCAL MUNICIPALITY

EXTERNAL ADVERTISEMENT
NOTICE NO.6/2020-2021



The Elundini Local Municipality a category B Municipality, incorporating Maclear, Ugie, Mt Fletcher and parts of Tsolo and Qumbu with its seats in Maclear, invites applications from experienced, qualified and committed individuals to the following positions:

OFFICE OF THE MUNICIPAL MANAGER

MANAGER- IDP, PMS MONITORING & EVALUATION AND RISK MANAGEMENT (TG 18)

ANNUAL BASIC SALARY: R778 940.40- R 1 011 135.85

MINIMUM REQUIREMENTS: • Four years Degree in Planning or Project Management or Public Administration or Risk Management or Monitoring and Evaluation or equivalent. • Computer Literacy-Office applications • Driving License Code EB • 5 years relevant working experience with three (3) years on a supervisory level.

MAIN DUTIES: • INTERGRATED DEVELOPMENT PLANNING, PERFORMANCE AND RISK MANAGEMENT: • WARD-BASED PLANNING:

• Facilitates community-based planning to ensure participatory planning designed to promote community involvement, inputs and to link to the Integrated Development Plan (IDP) by: • Preparing for community based planning internally; setting up of teams based on expertise required, mobilizing all resources needed; developing process plan for all wards and allocating responsibilities for implementation, developing program for each session. • Conducting situational analysis with communities in terms of capabilities of the ward and environmental analysis. • **INTERGRATED DEVELOPMENT PLANNING:** • Developing an integrated development planning process plan for submitting to EXCO for noting and to Council for adoption advertising the process plan to relevant media • Assessing existing levels of development in the municipality which must include identification of communities which do not have access to basic municipal services. • working with management and council to develop a three year budget plan reviewing of options and contracts for service delivery.

• **PERFORMANCE MANAGEMENT:** • Aligning Key Performance Areas and Key Performance indicators to the IDP and national requirement; ensuring that targets are set; informing and aligning the strategic direction of the municipality with all planning activities and resource decisions. • Analyzing institutional performance to examine performance across the municipality in terms of all its priorities. • **RISK MANAGEMENT:** • Developing municipality's vision for risk management in consultation with management, the municipality's risk management framework incorporating, risk management policy; risk management strategy; risk management implementation plan; risk identification and assessment methodology; risk appetite and tolerance; and risk classification. • Assisting management with risk identification, assessment and development of response strategies. • **POLICIES, PROCEDURES & BUDGET:** • Guiding the drafting, adjudication and reporting processes with regards to the IDP and PMS implementation. • Establishing goals, objectives and priorities and develops these into operating procedures. • Preparing, presenting, monitoring and controlling annual and capital budgets for the functionality. • **PERSONNEL AND PERFORMANCE MANAGEMENT:** • Defining/adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements. • Conducting appraisals to measure performance against agreed objectivities, counseling and consulting with personnel on developmental goals, career paths and, short-term targets and standards. • **SPECIFIC IDP/PMS/RISK MANAGEMENT/M&E FUNCTIONS COMMUNICATION AND REPORTING:** • Coordinating the set-up and implementation of IDP/PMS/Risk Management and M&E communication mediums to serve as avenues to facilitate transfer of functional information and receive comment, opinions and complaints. • Conducting of IDP training initiatives (**IDP Processes and roles**) for Councilors, Municipal Officials and IDP Coordinators of Government Departments. • **ADMINISTRATION:** • Preparing procedural, financial and performance reports referring to statistical data and qualitative information related to the IDP service delivery initiatives of the Municipality for the attention of the Manager for consideration and inclusion into Council and Sub Committee reports. • Maintaining the activity and record keeping systems and/or executing specific actions to facilitate the updating of information with respect to specific activities and interventions.

VALUE STATEMENT

The Elundini Municipality subscribes to high morals and principles to promote and maintain integrity of the Municipality"

EMPLOYMENT EQUITY STATEMENT:

Elundini local municipality is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) through filling of these posts and candidates whose appointment will promote representivity will receive preference. Preference will be given to the underrepresented occupational category in terms of race, gender and disability.

Interested candidates meeting the requirements are requested to forward application letters together with detailed CVs and certified copies of all required documentation. The Council reserves the right not to continue with interviews if it feels that no suitable candidate could be found.

NB: Elundini Local Municipality is committed to the provisions of the Employment Equity Act No. 55 of 1998 for the advancement of previously disadvantaged and disabled persons.

Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants. **Faxed applications will not be accepted.**

Applications should be addressed to:

Director Corporate Services
Elundini Local Municipality
P.O. Box 1
Maclear, 5480

Tel. No: (045) 932 8100
Closing Date: 03rd March 2021

**KHAYALETU GASHI,
MUNICIPAL MANAGER**