



GREATER TZANEEN Municipality



VACANCY

The following position is being re-advertised and applicants are invited to re-apply.

MUNICIPAL MANAGER

IDP OFFICER
(Job Id Nr 1/3/0/002)

Salary: R402 946.32 per annum (Job level 4)

The job purpose of the IDP Officer is to manage and co-ordinate the Integrated Development Planning process of the Municipality to ensure that strategic planning takes place in the organisation, to enhance developmental governance, service delivery and public participation.

Key performance areas: The IDP Officer must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: * providing inputs with regard to develop divisional vision and strategy and ensures implementation to ensure the productive executing of the divisional vision and that it is in line with the Institutional vision and strategy. * Supervising performance of subordinates in the section to ensure effective and efficient executing of duties * Implementing systems, policies, procedures and processes to ensure correct working operations and practices * Providing administrative and organizational support for the co-ordination of IDP related activities to ensure the effective control thereof * Responsible for the management of contracts for IDP activities to ensure the effective and efficient control thereof * Performing client and public service functions to ensure proper communication.

Requirements: •B Degree in Public Management, Administration or equivalent • Four (4) years general development and strategic planning experience •Computer literacy and a driver's license are essential.

Applications on the compulsory prescribed application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV and copies of certified certificates and ID copy should be addressed to: Municipal Manager, Greater Tzaneen Municipality, P.O. Box 24, TZANEEN, 0850

Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or from any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases.

Applicants who are not invited for an interview should regard their applications as unsuccessful. Council at all times reserves the right not to appoint.

Closing date: 27 November 2015 at 12:00

PLEASE MARK CLEARLY WHICH POSITION YOU ARE APPLYING FOR

Further information can be obtained by phoning Mrs H Maake on tel no. 015- 307 8384/8006.

Greater Tzaneen Municipality is an Employment Equity Employer.

SR MONAKEDI – MUNICIPAL MANAGER

