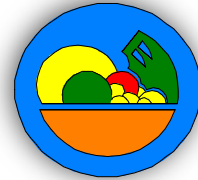




GREATER TZANEEN Municipality vacancy



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

MUNICIPAL MANAGER'S OFFICE

1 X PMS OFFICER
(Job Id Number: 1/3/0/001)

Salary: R555 210.72, per annum (Job level 04)

The job purposes of a Performance Management Officer – is to manage institutional performance of the organisation.

Key performance areas: The PMS must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: Develop and maintain an overall Performance Management System. ▲ Develop and maintain system. To manage Employee Performance ▲ Develop and Maintain Institutional Performance system. ▲ Ensure adherence to specific legislated requirements contained in the Municipal Systems Act, Municipal Finance Management Act and other relevant regulations and circulars Organizational PMS and Employee PMS. ▲ Process PMS Data preparation, capturing and storage. ▲ Perform Administrative functions ▲ Perform any other duties as instructed by supervisor.

Requirements: B Degree in Development Studies or relevant qualifications; Performance Management background; Knowledge of strategic planning principles; Five (05) years' relevant experience.

Applications should be submitted on the prescribed compulsory 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 and their qualifications will be verified.

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: 28 August 2020 at 15:00

Enquiries: Mrs H Maake (015) 307 8284/8006.

Greater Tzaneen Municipality is an equal opportunity employer and as such will observe the requirements of the Employment Equity Act and its EE Plan.

MR BS MATLALA – MUNICIPAL MANAGER