



BREED VALLEY
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

DEPARTMENT OF STRATEGIC SUPPORT SERVICES

MANAGER (IDP/PMS/SDBIP)

TASK LEVEL 16

SALARY: R479 844.00 – R622 860.00 p.a.

Total Cost of Employment: R834 705.00 – R1 019 334.00 p.a.

Job Purpose: To manage the Integrated Development Planning Process as prescribed by the Municipal Systems Act and structure administration, budgeting and planning process to give priority to the basic needs of the community and to promote the social and economic development of the Breede Valley Municipality area as well as provide a professional consulting/advisory services as a localized level in respect to the implementation of an effective Performance Management System capable of objectively and accurately establishing and measuring accomplishments and outcomes against key performance areas and indicators enabling Municipalities to align or adjust forward plans and execute agreed action plans that adequately addresses immediate, shorter and longer term service delivery priorities.

Duties: Manage the Integrated Development Planning process, associated public participation process and the drafting of the IDP; Provides guidelines and information on the Performance Management Systems; Responsible for the public participation interventions and stakeholder engagements; Manage the communication and marketing process to give effect to legislative requirements on issues which are strategic in nature; Manage and coordinate the activities of staff who are from time to time assigned to Communication and IDP Projects; Ensure recordkeeping and reporting procedures are complied with in accordance with quality control requirements; Presenting information on the Performance Management System capabilities, measures and outcomes; Manage and coordinate the drafting, adoption and implementation process of an Organizational Performance Management System.

Requirements: B degree or equivalent; Code B driver's licence; Project Management skills; Good interpersonal and communication skills; Be able to work independently; Computer literate (MS Suite); Communication skills in at least two of the three provincial languages (Afrikaans/English/Xhosa); Good people, writing and calculation skills; Managerial, negotiations, dispute resolutions and negotiating skills; Presentation and facilitation skills.

Experience: 5 years relevant experience of which 3 years must have been in a management/middle-management position.

To apply in assured confidence, please send your Application form, CV, certified copies of qualifications and covering letter (including details of at least 3 contactable referees and the relevant reference number) to The Human Resources Manager, Breede Valley Municipality, Private Bag x3046, Worcester, 6850, or email to jobs@bvm.gov.za. For enquiries contact the Human Resource Office - Liezel Alberts at 023 348 4961.

All applications should reach us by **14 December 2018 at 12:00**

The Municipality is an Equal opportunity employer and as such will observe the requirements of the employment equity act and its EE plan. Females and People with disabilities are encouraged to apply.

Please note that * No late applications will be considered *No faxes will be accepted *If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful *Candidates wishing to have their CV's returned should provide a self-addressed envelope with the required postage stamps* Canvassing with Councillors or any other decision-maker is not permitted and proof thereof will result in disqualification* Fraudulent qualifications or documentation, will immediately disqualify any applicant

