



INTERNAL ADVERTISEMENT

The Mkhambathini Municipality hereby invites suitable qualified applicants to apply for the following position:

DEPARTMENT: OFFICE OF THE MM

IDP OFFICER (Permanent position)

REMUNERATION: R 297 858.12 Per annum (Task Grade 11 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- Grade 12
- A relevant 3-year tertiary qualification preferably in Public Management, Development Studies, Project Management, Urban Development, or Municipal Administration
- Valid driver's license.
- 2 -3 years' experience and knowledge of IDP in Local Government.
- Fully computer literate (Ms Office. Ms word, Ms excel and PowerPoint)
- Good communication skills both Verbal and written in English and Isizulu.

KNOWLEDGE SKILLS AND COMPETENCY

- Basic understanding of the Municipality's priorities, goals and by-laws.
- Capture data accurately, checking for accuracy and must be able to conduct basic data analysis.
- Able to monitor alignment of directorate/department strategies with the Municipality's IDP.

- The ability to improve existing and explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals.
- Demonstrates effective oral and written communication.

KEY PERFORMANCE AREAS

- Facilitating strategic and operational planning to enable the formulation (and review) of the IDP and SDBIP, Interpreting the Municipality's service delivery objectives and requirements stipulated in legislation directing the planning, drafting, adoption and review phases.
- Interacting with the local community structures and setting up consultative processes to foster understanding of local level development needs and priorities and, clarify the organization's role and process.
- Examining the applicability of the Local planning process to the agreed framework for Integrated Development Planning in the area.
- Assessing and identifying sources of funding to support programme/ project roll out.

Analyses and evaluates the organization performance of the IDP against specific objectives and deliverables encapsulated in the Plan by:

- Monitoring progress with respect to identified and approved projects against specific key performance indicators and measures.
- Establishing reasons for deviations or constraints impacting critical outcomes.
- Mapping and seeking approval on alternatives and/ or solutions to address alignment to community priorities and statutory requirements in terms of the Integrated Development Plan.

Application form (clearly stating the position you are applying for), together with a comprehensive CV and certified copies of qualifications must be sent to the:
The Municipal Manager, Mkhambathini Municipality, Private Bag X04

Camperdown 3720 or hand deliver at: No 18 Old Main Road, Camperdown, 3720.

Closing date 08 December 2023. Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application unsuccessful.

Enquiries regarding the post can be directed to Ms. N. Ndlovu. Manager: Human Resources at 0317859345

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist and based on merit.

A handwritten signature in black ink, appearing to read 'S. Mngwengwe', is written over a horizontal line.

MR.S. MNGWENGWE
MUNICIPAL MANAGER