



EMAKHAZENI LOCAL MUNICIPALITY

VACANCY

Emakhazeni Local Municipality consists of four units of service namely, Emakhazeni, Dullstroom, Emgwenya and Entokozweni. The municipality is responsible for providing basic services to eight (8) wards, many of which are rural in character. Emakhazeni Local Municipality needs the services of a competent, motivated person with the necessary qualifications and experience for the following vacancy, to assume duties as soon as possible.

DEPARTMENT	:	OFFICE OF THE MUNICIPAL MANAGER
POSITION	:	PMS OFFICER
SALARY	:	R 225 680.28 Per Annum, 450km travelling allowance per month (Task Grade 10)
REQUIREMENTS	:	Grade 12, National diploma Public Administration/Management or equivalent, 2-3 relevant experience.
DUTIES	:	Assist to plan and monitor the implementation of Organizational Performance Management System. • Assist in the compilation and reviewal of the SDBIP of the Municipality. • Develop Performance Agreements of the Municipal Manager and the Section 56/57 Managers. • Gather departmental inputs and compile of the Annual Report • Coordinate the alignment session of the IDP, SDBIP and Budget with all departments within the Municipality • Coordinate the submission of quarterly reports and Portfolio of Evidence Files • Coordinate the Performance Evaluation session for Section 56/57 Managers as well as other Managers • Participate in IDP and PMS meetings within and outside the Municipality • Compile notices, agendas and minutes of evaluation session • Maintain records of work in progress, notices, correspondents and proper filing of the documents • Prepare reports for submission to the Municipal Manager for inclusion in agendas for various committees. • Support the coordination of individual and institutional performance management.
BENEFITS	:	All usual fringe benefits applicable to a category 2 Municipality

NOTE: Emakhazeni Local Municipality is an equal opportunity employer and considering Employment Equity, women candidates including those living with disabilities are encouraged to apply. Internal candidates who meet the minimum requirements are also encouraged to apply.

Application forms are available from the Corporate Services Department in Emakhazeni, Dullstroom, Emgwenya and Entokozweni, and should be addressed to:

The Acting Senior Manager Corporate Services, P.O. Box 17, BELFAST, 1100

Enquiries: Mrs. S Matsane @ (013) 253 7600

CLOSING DATE: 09th October 2020 @ 12:00

If you do not hear from us by 30 October 2020 consider your application not successful. The municipality reserves the right to appoint or not to appoint any person.

**GC MTHIMUNYE
MUNICIPAL MANAGER**