



Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disabled persons are encouraged to apply.

ADVERT

OFFICE OF THE MUNICIPAL MANAGER

IDP/PMS OFFICER: POST - LEVEL 06

REF: PF- IDP/PMS/01/07/2016

SALARY: R 303 600 per annum

BENEFITS: NORMAL MUNICIPAL EMPLOYEE BENEFITS PLUS TRAVEL ALLOWANCE

REQUIREMENTS

A three year National Diploma in Human Resources or Development Studies or Public Administration or, NQF Level 5 IDP related Diploma plus 3years minimum experience in Performance Management in the municipal environment will be an added advantage. Computer literacy (MS-word, Excel, Power-point. Valid driver's license (Code C1).

KNOWLEDGE AND SKILLS

A very good understanding of integrated planning management principles; High level of computer literacy and recognized project management systems. Good planning, organising, presentation and communication skills.

KEY PERFORMANCE AREAS

- Collecting and verifying information regarding the various phases of the IDP
- Preparing and submitting draft IDP documents for IDP committees
- Organizing IDP representative Forum meetings and keeping minutes thereof
- Assist in preparing logistics for performance assessments for Senior Management

- Assist in reviewing service delivery and budget implementation plan by discussing and capturing the reviewed and new KPIs and performance targets on the SDBIP
- Rendering assistance internally to departments on the use of computerized PMS
- Providing logistical support to the Performance Audit Committee and Evaluation Panel.
- Assisting in the drafting of mid-year performance management reports by collecting, updating and verifying performance information.
- Assist in addressing performance information and IDP queries by analyzing causes of queries, proposing remedial action and making follow-ups on outstanding queries.
- Assist in providing support to local municipalities on IDP, Performance and Organizational Development

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: www.waterberg.gov.za & also available at Waterberg District Office's reception area and must be accompanied by a detailed CV, originally certified copies of qualifications, ID, driver's license and covering letter that indicate the position you are applying for and must be sent by post to: The Acting Municipal Manager, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed or e-mailed applications and those without the relevant accompanying documents will not be considered.

Qualifications, employment background check and a security vetting of candidates will be done.

Further enquiries may be directed to Ms. RPT Makibelo at tel. no. 014 718 3367 during office hours.

Closing Date: 02 September 2016 at 12h00

Should you not be contacted within 90 days of the closing date please accept that your application had been unsuccessful.

The Waterberg District Municipality reserves the right **NOT** to fill the advertised posts.

**M S MABOTJA
MUNICIPAL MANAGER**



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BUDGET AND TREASURY OFFICE

**MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME
FINANCIAL MANAGEMENT INTERN: REF: PF MFMIP/02/07/2016
(Two-year contract)**

SALARY: R 100 000.00 (per annum) an all-inclusive package

REQUIREMENTS:

Applicants must possess a three- year B. com. Degree / Diploma in Financial Management (Economics, Accounting or Finance) including either Risk Management and/or Auditing, among others. No experience required. The intern will work closely with the Chief Financial Officer.

The intern will sign an internship agreement which is in addition to the employment contract. The effect of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures. The candidate must be between the ages of 21 and 35.

Internship overview: The MFMIP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms. The programme has a logical training sequence that builds on the skills and competencies acquired during University and University of Technology training. It ends where appropriate, with the credits or a qualification in Municipal Finance Management in line with the Municipal Minimum Competency Regulations, Gazette 29967 of June 2007.

KEY PERFORMANCE AREAS INCLUDE:

- Implementation of GRAP and Budget Reforms
- Financial and Performance reporting
- Change, Risk and Project Management
- Expenditure and revenue management
- Supply chain/ procurement management
- Implementation of the Municipal Finance Management Act
- Asset Management,

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