



on the Go for Growth

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.

**MANAGER: PLANNING AND ECONOMIC DEVELOPMENT
(FOUR - YEAR FIXED - TERM EMPLOYMENT CONTRACT)**

Market related remuneration will be negotiated with the successful candidate.

1. REQUIREMENTS

A degree in Planning and Development / Economics/Public Administration or equivalent and a minimum of five years (5) experience at senior management level in the Local Government. A Certificate Program in Municipal Development (CPMD) or Municipal Finance Management Program (MFMP) (minimum competencies). An incumbent must have a driver's license and be computer literate (Ms Word, Ms Excell, Powerpoint).

2. KNOWLEDGE

- a. Constitutional requirements for local government and local government legislation.
- b. Municipal administrative procedures.
- c. National and International legislative policy framework such as NEPAD, LEGDP, National Development Plan
- d. Financial and performance management reporting.
- e. Strategic planning
- f. Project /programme planning
- g. Compilation of management reports.
- h. Development Planning & Economic Development

3. SKILLS

- a. Analytical and research skills.
- b. Establish and update a spatial development plan
- c. Effective communication skills.
- d. Networking and presentation
- e. Budget management within the department
- f. Strategic leadership and management.

4. KEY PERFORMANCE AREAS

- a. Administration and development of District Spatial Development Framework

- b. Develop and maintain GIS
- c. Provide support to the development and review of IDP
- d. Formulation of development policies, strategies and action plans.
- e. Formulate, develop and implement economic development policy and LED strategies.
- f. Facilitate research on economic development and maintain database.
- g. Stimulate local economy by promoting job creation, investment and the development of SMME's
- h. Assist category B municipalities with land use management and development planning
- i. Manage the implementation of LED DP projects.
- j. Leverage government and international donor funds to support IDP and sector plans.
- k. Managing marketing, tourism and transport
- l. Management of the department according to the strategies of the municipalities.
- m. Prepare and submit reports to the Municipal Manager and relevant political structure.

Applications must be accompanied by a comprehensive 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 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 be automatically disqualified.

All qualifications and references of shortlisted candidates will be verified

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

Closing Date: 11 January 2013 @ 12H00

Should you not be contacted within 60 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 post.

M.V LETSOALOMUNICIPAL MANAGER



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DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT SERVICES

DIVISIONAL MANAGER: ECONOMIC DEVELOPMENT: POST LEVEL 03

Salary: R 355 452. 00 per annum

Benefits: Normal municipal employee benefits.

Requirements:

A relevant tertiary qualification, Diploma/Degree in Economic Developmental Studies/Economics/Public Administration plus 3 years relevant experience in Economic Development, computer literacy (MS Word/Excel/PowerPoint) and valid driver's license (code 08).

Knowledge:

Knowledge of development planning, facilitation in the public sector context, provincial and national legislative frameworks such as LEGDP. Development economics analysis negotiations, project management, SMME's development, networking, monitoring and evaluation of development projects and presentation skills. The incumbent must be self-driven, be able to cope with workload pressure.

Key Performance Areas:

- Identifies, defines, aligns and implements key requirements associated with the Economic Developmental Functionality
- Manages key processes, applications and requirements related to Economic development, Community Development Frameworks
- Manages economic developmental project processes associated with scoping, resourcing, implementation, monitoring and communication
- Evaluates and comments on statutory economic developmental applications
- Disseminates strategic, functional and operational information on the immediate, short and long term objectives and current economic developments, problems and constraints.
- Develop and implement marketing strategy for the district

- Promote investment for SMME's
- Develop and implement poverty alleviation plans
- Economic research

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OFFICE OF THE SPEAKER

COMMITTEE OFFICER POST LEVEL 06

Salary: R 233 424 per annum

Benefits: Normal municipal benefits

REQUIREMENTS

- A relevant three year tertiary qualification plus 3-year relevant administrative experience in the Local Government preferably dealing with council and committees and valid driver's license. Must have Sound Computer knowledge.

COMPETENCIES AND SKILLS

- Must have good interpersonal relation, strong office administration, communication skills, time management, is able to take minute and use recording system and report writing skills.

KEY PERFORMANCE AREAS

- Assist Divisional Manager in co-ordinating specific logistical and procedural requirements associated with Council meetings
- Manage the general office environment
- Assist to allocate secretarial resources in accordance with the status and complexity of meetings and submitting completed schedules for approval and execution
- Provides secretarial support to various Committees and Sub Committees sitting within the District.
- Communicating with Office Bearers to establish items for inclusion on the agenda and the submission of investigational/ general reports and proposals supporting agenda items
- Circulating notification, agenda and minutes of previous meetings to members.
- Performs administrative activities associated with preparation of documents and correspondence

for circulation

- Updating Committee files and records inserting attendance registers, notification, correspondence and minutes in accordance with established referencing sequences

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MUNICIPAL MANAGER**