



**MANAGER: IDP & PMS
(Permanent Post)
Category 01 Municipality
TASK Grade 15 plus Car Allowance, Group Life and other standard benefits**

Key Requirements:

- A minimum qualification of an appropriate B-degree or equivalent in Public Administration/ Development Studies/ PMS Monitoring & Evaluation or related field. A post graduate qualification will be an added advantage.
- 3 – 5 years or more experience in managerial position.
- Extensive and practical knowledge of the local government environment and PMS.
- The proven ability to communicate and negotiate at all spheres and levels of government;
- The proven ability to provide strategic and innovative leadership.
- Sound knowledge of legislations applicable to local government.
- Must have obtained or currently doing a national treasury competence level qualification (MFMP or CPMD).

Personal attributes:

- Strategic thinker with passion and enthusiasm.
- A high level of political understanding and the ability to deal with varied stakeholders.
- Unquestionable integrity and honesty.
- A high understanding of the development needs of Mtubatuba community.
- High level of emotional intelligence.
- A people's person who can lead a team of professionals but also be a good team player
- Ability to work under pressure.

A successful candidate will report to the Municipal Manager and be responsible and accountable for:

Strategy which includes:

Managing the development, implementation and review of the Municipality's vision and long term strategy:

- Managing the development, implementation and review of the Municipality's IDP.
- Ensuring that all institutional strategies are aligned to the IDP and long term strategy.
- Managing the development, implementation and review of corporate strategies.
- Managing the development, implementation and review of policies.
- Developing and managing the implementation of institutional customer care initiatives to ensure that the Municipal is responsive and effective in its delivery of services.

Operations which include:

- Managing the development and implementation of institutional and directorate operational plans (SDBIPs).
- Managing the development, implementation and review of PMS.
- Manage and coordinate the day to day operations and activities of the Municipality.

Communication reporting and external relations which includes:

- Monitoring, evaluating and reporting to internal municipal structures, other spheres of government and the public on the implementation of the IDP, other strategies and budget.
- Developing and implementing an integrated communications strategy for both internal and external stakeholders.
- Developing, managing and implementing institutional branding and identity.

Legal compliance and risk assurance which includes:

- Ensuring that the Municipality complies with all applicable legal and regulatory requirements.
- Identify potential and/or existing control weaknesses and assess the adequacy of the control governance processes in the institution and recommend remedial actions.

Enquiries can be directed to the **HR Manager on 035 550 0069** during office hours.

Applications together with the comprehensive CV and certified copies of relevant qualifications should be addressed to: The HR Section, Mtubatuba Municipality, PO Box 52, Mtubatuba, 3935 or be hand-delivered to our Registry Office in Lot 105 INkosi Mtubatuba Road on/or 24/03/2017.

Mtubatuba Municipality subscribes to an affirmative action programme that is not racist, none-sexist, none-discriminatory and based on merit. The council reserves the right not to make an appointment.

Should you not be contacted within a period of thirty (30) days from the closing date, your application should be deemed to have been unsuccessful.