

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: Human Settlements, Planning & Development and Property

POST DESIGNATION: Manager: IDP, PMS and Public Participation - George

(Permanent)

WC044 2308

REFERENCE: 3716199

Salary: R725 592 – R941 844 (T16)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- A relevant 3-year tertiary qualification preferably with courses or specialisation in Public Administration or Performance Management or Project Management or B Degree or B Tech
- 8 years or more relevant experience with supervisory experience required
- Previous experience of developing business plans within a political environment
- Computer Literacy: MS Office
- Code B drivers' licence
- Completed the MFMA minimum competency training (attach proof) or will be expected to achieve such within 18 months after appointment

COMPETENCIES:

- Core Professional Competencies: Organisational Awareness/Political Impact, Information Measuring and Monitoring, Planning and Organising, Monitoring and reporting.
- Functional Competencies: Project Management and Information Management
- Public Service Orientation Competencies: Service Delivery Orientation, Interpersonal Relationships, Client Orientation and Customer Focus, Communication.
- Personal Competencies: Action Orientation, Resilience, Change Management, Learning Orientation, Problem Solving, Accountability and Ethical Conduct.
- Management/ Leadership Competencies: Strategic Capability and Leadership, Impact and Influence, Coaching and Mentoring, Team Orientation.

KEY PERFORMANCE AREAS:

- Strategic Leadership: Ensure that the Municipality is productive, effective and efficient.
- Strategic and Service Delivery Planning and Management: To ensure that strategic goals and plans are set and achieved within the municipality.
- Strategic Support: To contribute to the effective and efficient functioning of the Municipality.
- Change Management: Ensure the creation of a conducive work environment.
- Financial Management: Ensure that the Municipality's finances are managed effectively and efficiently.
- Supply Chain Management: Ensure compliance to minimum requirements and to ensure that the Municipality has access to the goods and services that it requires to carry out its mandate in timely manner.
- Asset and liabilities management: Ensure compliance with minimum requirements and that the Municipality's assets and liabilities are managed appropriately and efficiently.
- Audit and Assurance: Ensure compliance with minimum requirements and attainment/ maintenance of favourable audit findings.
- Corporate Governance: Ensure good governance, strategic management and contribute towards ensuring a clean audit.
- Risk Management: To contribute towards reduction in overall risk in the management of the affairs of the municipality.
- Cooperative Governance: To contribute towards seamless, effective, and efficient governance.
- Personnel Management: To contribute towards the creation of a conducive work environment and improved performance.

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- Policy and By- Laws: To contribute towards effective and efficient governance and administration.
- Legislation and Compliance: Ensure compliance with legislation and thereby effective and efficient governance.
- Stakeholder Management /Maintenance Stakeholder Relations: To contribute towards effective and efficient stakeholders' relations management.
- Project Management: Ensure the effective and efficient management of projects within the area of responsibility.
- Relationship Management and communication: Ensure information, advice or opinions on relevant matters is made available and / or communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanation.
- Manage and Co-ordinate all process relating to IDP and ensure Municipal legislative compliance in this area.
- Thorough knowledge of IDP Planning processes and Local Government Sector Processes
- Identify and define the immediate, short and long term objectives/ plans and controls associated with integrated development planning.
- Implement new developments and legislative imperatives supporting IDP development procedures and policies.
- Presenting action plans of IDP interventions through the implementation and monitoring of the Integrated Development Plan necessary to achieve acceptable levels and standards of service delivery to the relevant stakeholders for consideration and inclusion into the Municipality's short/ medium-term performance and service delivery plans.
- Manage the development of the IDP Review Process Plan and liaise with all relevant municipal Department and other spheres of government to ensure alignment of plans.
- Consultation with the District Municipality, ensure alignment of Municipality's IDP process with the District IDP Framework.
- Manage and provide a professional advisory and coordinating service to the Municipality with respect to Strategic Planning, Organisational Performance Management and Public Participation.
- Control the Key Performance Indicator's and outcomes of personnel within the Section.
- Prepare capital and operating estimates and controls expenditure against the approved sectional budget allocations.
- Manage the development and maintenance of the Organisational Performance Management System.

SPECIAL CONDITIONS ATTACHED TO THE POST:

- It is expected to work overtime and attend public meetings after hours.
- It is expected to travel out of Municipal boundaries to attend meetings, workshops and seminars.
- As a member of the Municipality's management team may be assigned additional responsibilities over and above the core requirement of the manager: IDP, PMS and Public Participation's job description.
- Must meet deadline and time frames in the execution of duties.
- Must be able to communicate in at least 2 of 3 official languages of the Western Cape.
- Must have managerial skills and be an analytical thinker.
- Must have good interpersonal skills.

PROBATION PERIOD: 6 months

ENQUIRIES: Dr KJ Haarhoff (044 801 9462)

INSTRUCTIONS TO APPLICANTS (Please read carefully)

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, www.george.gov.za, under **Job Portal**. Applicants must register and apply online before **[2025-08-15]** at 16:30pm.

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Please Note the following when applying on the Portal:

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only if applicable.

Only online applications will be accepted.

The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.

Disqualification:

Please note that the following will lead to disqualification:

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councillors and/or officials.

Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: [2025-08-15] AT 16:30PM