

KNYSNA MUNICIPALITY



Knysna

Municipality • Munisipaliteit • uMasipala
INCLUSIVE. INNOVATIVE. INSPIRED.

Applications are hereby invited from suitably qualified individuals with enthusiasm for the following career opportunity in our dynamic organisation:

**MANAGER: IDP & PMS
OFFICE OF THE MUNICIPAL MANAGER**

Task Level 16
R523 416 to R679 293 (Basic Salary)
R742 738 to R944 072 (Total Cost to Council Package)
Applicable Municipal benefits will apply.

MINIMUM QUALIFICATIONS & REQUIREMENTS:

NQF Level 6 qualification in Public Administration/ Development Studies/ Development Planning or related graduate qualification
Certificate in Municipal Finance Management (SAQA Qualification) or the ability to acquire the above SAQA qualification within the statutory time frame
At least five years' experience in Integrated Development Planning in a governmental environment
At least five years' relevant management experience as well as Performance Management
Proven computer literacy (MS Word, Excel, PowerPoint)
Valid Code B driver's licence

KEY PERFORMANCE AREAS

Manage and coordinate Integrated Development Planning processes in accordance with legislative requirements
Conduct and/or manage research on IDP related activities and key government policies and programmes that must align with the IDP
Internal and external communication related to the development of the Municipality's IDP
Manage and coordinate institutional performance management, service delivery and budget implementation
Manage the day-to-day functioning of the IDP and IP Division
The management of human resources in the Division in line with the Municipality's policies and procedures as well as applicable legislation

COMPETENCIES

- Excellent understanding of the local government legislative framework for Integrated Development Planning and Performance Management
Formal report writing or related experience in a development planning or related field
- Excellent communication skills (oral and written) in at least two of the three Western Cape official languages
- Planning, administrative, reporting and presentation skills
- Public relationship management and conflict resolution

All applications will be considered, but in terms of its Employment Equity Target the Municipality would prefer to appoint an African, Coloured or Indian Female or an African or Indian Male if a suitable candidate in that category can be identified.

DIRECTION TO CANDIDATES:

All applicants **MUST** complete a Knysna Municipality application form. Applications must be accompanied by a comprehensive CV with certified copies of qualifications (**not older than 3 months**), copies of training, experience, competency and previous employment record. Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.

Application forms are obtainable from Reception at the Main Municipal Offices in Clyde Street, Knysna and the Municipal website: www.knysna.gov.za. Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: vacancies@knysna.gov.za.

Please note: Correspondence will **ONLY** be entered into with shortlisted candidates. Should candidates not be contacted within three months after the closing date, they may accept their application as unsuccessful.

CLOSING DATE: 1 AUGUST 2019

Dr SW VATALA

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.