Knysna
Municipality || Munisipaliteit || uMasipala
inclusive || innovative || inspired

KNYSNA MUNICIPALITY

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

INTEGRATED DEVELOPMENT OFFICER

DIRECTORATE: OFFICE OF MUNICIPAL MANAGER
Task Level 12: R451 488 to R585 840 (Basic Salary)
R673 590 to R847 316 (Total Cost to Council Package)
(PERMANENT APPOINTMENT)
Applicable Municipal benefits will apply.

MINIMUM QUALIFICATIONS & REQUIREMENTS:

- A relevant 3-year tertiary qualification preferably in Development studies, Project management, Urban development or Municipal administration
- 3-5 years relevant experience required
- Computer literacy: MS Office
- Proficiency in English and at least one other official language of the Western Cape.

KEY PERFORMANCE AREAS:

- Compile the Knysna Municipality Five Year IDP (Integrated Development Plan)
- Compile the annual review and/or amend the Municipality IDP
- Compile and process the IDP framework and process plan/time schedule for the municipality
- Arrange strategic work sessions with the Mayoral Committee and Top Management to establish the long-term vision and strategy of the municipality which would inform the IDP
- Facilitate Inter-Governmental Relations meetings with Sector and National departments
- Attend IDP forums and meetings organized by all spheres of government
- Ensure IDP is aligned with Performance Management System
- Assist in compiling the Annual Report of the municipality
- Assist departments with the development of Departmental Plans
- Assist Ward Councillors and Ward Committees with development of Ward Plans
- Facilitate Ward Public Meetings on the draft IDP
- Represent the Municipality at District and Provincial IDP Forums
- Conduct Research on IDP related activities and key government policies and programmes that must align with the IDP
- Supervision of Staff
- Willing to work beyond normal business hours for attendance of IDP related meetings

COMPETENCIES
CORE PROFESSIONAL COMPETENCIES
Organisational Awareness, Political Impact; Information Measuring and Monitoring; Planning and Organising; Monitoring and Reporting.

All applications will be considered, but in terms of its Employment Equity Target, the Municipality would prefer to appoint a Coloured female. Should a suitable candidate in that category not be identified, White females will also be considered.

PLEASE NOTE: (Failure to comply with the below will result in disqualification)

- All applications **MUST** be on a Knysna Municipal Application form (https://www.knysna.gov.za/wp-content/uploads/2022/09/Knysna-Municipality-New-Job-Application-From.pdf) accompanied by a comprehensive CV with certified copies of qualifications (not older than 6 months), certified copy of ID, copies of training, experience, competency and previous employment record must accompany applications.
- Application forms are obtainable from the Municipal website: www.knysna.gov.za. Completed applications should be forwarded via email to: vacanciesmmexec@knysna.gov.za
- 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.
- For enquiries, contact the Human Resources Office at 044 302 6418 or 044 302 6419.

Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.

CLOSING DATE: 3 SEPTEMBER 2026

BOY MANQOBA NGUBO **ACTING MUNICIPAL MANAGER**

The Municipality reserves the right not to make an appointment.