



**MSUKALIGWA**  
LOCAL MUNICIPALITY

PHYSICAL ADDRESS: Cnr Kerk and Taute Street, ERMELO 2350

POSTAL ADDRESS: P O BOX 48, ERMELO 2350

### EXTERNAL VACANCY

Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned position.

<b>Name of Department</b>	<b>PLANNING AND LOCAL ECONOMIC DEVELOPMENT</b>
<b>Job Post Name</b>	<b>Manager: Integrated Development Planning (IDP)</b>
<b>Duration</b>	<b>Permanent</b>
<b>Salary</b>	<b>R471 740.22 pa plus 850 kilometres travel allowance</b>
<b>Post level</b>	<b>3</b>
<b>Reference Number</b>	<b>PED/07/23</b>
<b>Location</b>	<b>Civic Centre, Ermelo</b>
<b>Closing date</b>	<b>10 AUGUST 2023</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Grade 12 plus an NQF Level degree in Town and Regional Planning / Development Studies/ Public Administration/Economics Sciences / Performance Management</li><li>• Computer Literacy (MS Office)</li><li>• Code EB Driver's License.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• At least 5 years' relevant experience in Spatial Planning and Land Use Development.</li></ul>
<b>KEY COMPETENCIES</b>	<ul style="list-style-type: none"><li>• Must be computer Literate,</li><li>• Strong negotiation, planning and organizing skills.</li><li>• Attention to detail.</li><li>• Performance Monitoring.</li><li>• Excellent communication, report writing and presentation skills.</li><li>• Sound knowledge of Land Use, Town, and regional planning, GIS and IDP processes and Local Government Sector Processes.</li><li>• Sound knowledge of research and analytical theories and practices.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Patho Pele Principles and legislations that governs Local Government</li></ul>

Reporting to the Director Planning and Economic Development, the incumbent will be responsible for execution of the following DUTIES: -

1. Manage and Co-ordinate all processes relating to IDP and ensure Municipal legislative compliance in this area.

2. Identifies and defines the immediate, short- and long-term objectives/ plans and controls associated with integrated development planning.
3. Implementing new developments and legislative imperatives supporting IDP development procedures and policies.
4. 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.
5. Managing 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.
6. Consultation with the District Municipality, ensure alignment of Municipality's IDP process with the District IDP Framework.
7. Preparing submissions/ reports to specific Portfolio Committees for perusal and discussion.
8. Plans and implements the formulation of specific policies and procedures associated with the IDP.
9. Costing project proposals and preparing reports and plans for submission to the Municipal Manager via Director: PED and making necessary budgetary provisions on three-year capital budget.
10. Manages key requirements associated with the formulation and/ or review of the Integrated Development Plan.
11. Controls the Key Performance Indicator's and outcomes of personnel within the Section.
12. Preparing capital and operating estimates and controls expenditure against the approved sectional budget allocations.
13. Disseminates functional and operational information on the immediate, short- and long-term objectives and current IDP developments, problems, and constraints.
14. Manages specific administrative and reporting requirements associated with the key performance and result indicators of the functionality.

**PLEASE NOTE**

**VETTING IS THE MUNICIPAL PRIMARY SELECTION CRITERIA; THEREFORE, ALL SUCCESSFUL APPLICANTS SHALL BE SUBJECTED TO VETTING INCLUDING REFERENCE CHECKING AGAINST SOCIAL MEDIA PROFILES.**

Application forms and full detailed information about the advertised position is available on the Msukaligwa Local Municipality website ([www.msukaligwa.gov.za](http://www.msukaligwa.gov.za) ) and Facebook page / HR office.

Application form, a covering letter must be posted / couriered to Msukaligwa Local Municipality, P O Box 48, Ermelo 2350 or hand delivered to the Corporate Services (Records Section), Cnr Kerk and Taute Street, Ermelo, for the attention of Director Corporate Services. For any further enquiries pertaining the advertised position, please do not hesitate to contact the Manager: Human Resources Ms. LP Mnisi at 017 801 3584.

**“IF YOU DON’T HEAR FROM THE MUNICIPALITY AFTER A MONTH, CONSIDER YOUR APPLICATION UNSUCCESSFUL” THE MUNICIPALITY RESERVES THE RIGHT TO APPOINT OR NOT TO APPOINT ANY PERSON.**

Endorsed by;

  
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**MR. PS MABUZA**  
**ACTING MUNICIPAL MANAGER**

13/07/2023  
DATE

**WEBSITE:** [www.msukaligwa.gov.za](http://www.msukaligwa.gov.za)  
**CONTACT CENTRE:** 080 001 4003





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## EXTERNAL VACANCY

Applications are hereby invited from suitably qualified and competent persons for appointment to the under-mentioned position.

<b>Name of Department</b>	<b>OFFICE OF THE MUNICIPAL MANAGER</b>
<b>Job Post Name</b>	<b>Manager: Project Management Unit (PMU)</b>
<b>Salary</b>	<b>R497,214.00 plus 850km travel allowance</b>
<b>Post Level</b>	<b>3</b>
<b>Reference Number</b>	<b>MM/07/2023</b>
<b>Location</b>	<b>Civic Centre, Ermelo</b>
<b>Closing date</b>	<b>10 August 2023</b>
<b>QUALIFICATION</b>	<ul style="list-style-type: none"><li>• Grade 12 plus an NQF Level 7 in B.Sc Civil Engineering or B.Tech Civil;</li><li>• Code EB Driver's License;</li><li>• Professional Registration alternatively Candidate Pr. Eng or Candidate Pr. Tech Eng</li></ul>
<b>EXPIREANCE</b>	<ul style="list-style-type: none"><li>• 5 Years relevant Experience</li></ul>
<b>KNOWLADGE</b>	<ul style="list-style-type: none"><li>• Batho Pele principles and ability to communicate in at least two (2) languages spoken in the Msukaligwa Local Municipality's jurisdiction.</li><li>• Legislations that governs local government</li></ul>
<b>KEY COMPETENCIES</b>	<ul style="list-style-type: none"><li>• Must be computer Literate,</li><li>• Strong negotiation, planning and organizing skills.</li><li>• Attention to detail.</li><li>• Performance Monitoring.</li><li>• Excellent communication, report writing and presentation skills.</li></ul>

Reporting to the Director Technical Services, the incumbent will be responsible for execution of the following DUTIES:

- Coordinating Technical Reports, Business Plans and implementation plans for projects and contracts in the acceptable formats;
- Establishing key performance indicators and measures for determining and assessing the level and appropriateness of service delivery with respect to planning schedules and complying with deadlines;
- Managing the operational dimensions and resources and cost effectiveness of activities against operational plans and budget;

- Liaising with funding agencies e.g. COGTA and/or spheres of Government (MIG) to source funding for relevant projects, including progress reports and expenditure incurred on projects;
- Implementing procedures and administer contracts and the processing of completion certificates and, verifying outcomes prior to approving payments certificates;
- Coordinating the facilitation and implementation of Technical and Steering Committee meetings to serve as avenue to facilitate functional information and receive public comment (communities, stakeholders and contracts)

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**Application form, and a detailed Curriculum Vitae together with certified copies of ID, Driver's License, qualifications and academic record** must be posted / couriered to Msukaligwa Local Municipality, PO Box 48, Ermelo 2350 or hand delivered to the Corporate Services (Human Resource Section), Cnr Kerk and Taute Street, Ermelo, for the attention of Director Corporate Services.

Endorsed by;

  
MR. PS MABUZA  
ACTING MUNICIPAL MANAGER

13/07/2023  
DATE

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CONTACT CENTRE: 080 001 4903





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## EXTERNAL VACANCY

Applications are hereby invited from suitably qualified and competent persons for appointment to the under-mentioned position.

<b>Name of Department</b>	<b>CORPORATE SERVICES</b>
<b>Job Post Name</b>	<b>Manager: Office of the Speaker</b>
<b>Salary</b>	<b>R497,214.00 plus 850km travel allowance</b>
<b>Post Level</b>	<b>3</b>
<b>Reference Number</b>	<b>CORP/07/2023</b>
<b>Location</b>	<b>Civic Centre, Ermelo</b>
<b>Closing date</b>	<b>10 August 2023</b>
<b>QUALIFICATION</b>	<ul style="list-style-type: none"><li>• Grade 12 plus 3 Year Tertiary Qualification in Public Administration, Political Science or relevant Qualification.</li><li>• Code B Drivers Licence</li></ul>
<b>EXPIRIENCE</b>	<ul style="list-style-type: none"><li>• 2-3 Relevant Management experience in Local Government</li></ul>
<b>KNOWLADGE</b>	<ul style="list-style-type: none"><li>• Batho Pele principles and ability to communicate in at least two (2) languages spoken in the Msukaligwa Local Municipality's jurisdiction.</li><li>• Legislations that governs local government</li></ul>
<b>KEY COMPETENCIES</b>	<ul style="list-style-type: none"><li>• Organisational Awareness/Political Impact</li><li>• Information Measuring and Monitoring</li><li>• Planning and Organising</li><li>• Monitoring and reporting</li><li>• Project Management</li><li>• Information Management</li><li>• Service Delivery Orientation</li><li>• Interpersonal Relationships</li><li>• Action Orientation and Resilience</li></ul>

Reporting to the Director Corporate Services, the incumbent will be responsible for execution of the following DUTIES:

- Renders Administrative support to the Office of the Speaker.
- Renders advice to the Speaker in terms of relevant and applicable Legislation.
- Provision of Strategic Office Management to the Office of the Speaker.
- Provides Human Resource Management to Office of the Speaker.

- Management of Public Participation processes in terms of the Municipal Systems Act, Act 32 and Municipal Structures Act, Act 117 of 1998.

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