



**EXTERNAL ADVERT**  
**MASILONYANA LOCAL MUNICIPALITY**

Masilonyana Local Municipality with its Head Office in Theunissen is an equal opportunity employer committed to the promotion of equity and equality. The municipality hereby invites applications from suitably qualified candidates for the following positions:

**MUNICIPAL MANAGER'S OFFICE: PMS COORDINATOR**

**Requirements:**

- Grade 12 plus diploma/B degree in Human Resource Management or equivalent qualification;
- 2-3 years experience in performance management system.

**Key Responsibilities:**

- Conduct performance quarterly and Mid-year reviews;
- Interacting with functional leaders and making available information on the system and/or explanation;
- Participating in the determination of functional objectives with due consideration given to the organisation vision and mission and goals encompassed in Integrated Developmental Plans;
- Analysing information pertaining to functional responsibilities and role boundaries elicited through interviews and establishing and advising on Key Performance Area's, Indicators and Action Plans;
- Monitoring consultants advising on implementation and assessing compliance with standards and procedures to support synergy between application and understanding;
- Co-ordinating and conducting climate surveys to support and create usable relationships in respect of setting and determining relevant performance parameters and dimensions;
- Monitoring compliance with respect to the adopted reporting structure;
- Collating and preparing reports outlining accomplishment of targets and standards and/or commenting on specific deviations from agreed outcomes;
- Maintaining the Performance Management recordkeeping system, updating files with correspondence and instructional documentation and, accessing relevant information or retrieving records to facilitate audits;
- Presenting information on the Performance Management System capabilities, measures and outcomes;
- Compilation of annual report.

**Salary: R228 694,21 p.a**

**Enquiries can be directed to the HR Manager (Acting), Mr H. De Wit at 057-7330106/7 during office hours.**

Besides the salary that is offered, the municipality will also contribute towards pension fund and medical aid contributions under certain conditions. The municipality further also give housing subsidy under certain condition and in line with the Collective Agreement as may be amended from time to time.

Interested suitable qualified and experienced persons can submit their applications and detailed CV's with certified copies of their qualifications to the following address:

Municipal Manager PO Box 8, Theunissen, 9410, or applications can be hand delivered at Corporate Services offices: HR in Theunissen.

Applications must be submitted in sealed envelopes clearly marked "Job application"

No e-mails, faxes or late submissions will be accepted.

**Closing date: 02 July 2015**

Applicants must note that should they not receive feedback after 3 months from the closing date that their applications were not successful. The municipality reserves the right not to appoint.

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**D. NTHAU**  
**MUNICIPAL MANAGER**  
**11/06/ 2015**