



# **MASILONYANA**

## **ADVERTISEMENT INTERNAL/EXTERNAL**

### **MUNICIPALITY MASEPALA MUNISIPALITEIT**

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 position:

#### **DEPARTMENT: CORPORATE SERVICES**

#### **MANAGER IDP AND PMS (SENIOR IDP AND PMS OFFICER)**

##### **Requirements:**

- Relevant NQF level 7 qualification in Development Studies/Economics Sciences/ Town Planning/ Public Management, Management science or related tertiary qualification at this level or above. Postgraduate qualifications will be an added advantage.
- Certificate in Municipal Financial Management Program as prescribed by National Treasury, Government Gazette No 29967 dated 15 June 2007
- 5 years relevant Local Government experience, of which 4 years must be in IDP and or PMS
- Thorough knowledge of IDP and PMS planning processes and Local Government Sector processes.
- Sound knowledge of research, performance, and analytical theories and practices.
- Excellent report writing and presentation skills.
- High level computer Literacy: Office Applications.
- Sound communication skills.

##### **Key Responsibilities:**

- Manage and Co-ordinate all processes relating to IDP and PMS, in line with Municipal legislative requirements in this area;
- Identifies and defines the immediate, short- and long-term objectives/ plans and controls associated with integrated development planning;
- Implementing new developments and legislative imperatives supporting IDP development procedures and policies.
- Presenting action plans of both IDP and PMS 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.
- Managing the development of the IDP and PMS Review Process Plan and liaise with all relevant municipal Departments and other spheres of government to ensure alignment of plans.
- Consultation with the District Municipality, ensure alignment of Municipality's IDP and PMS process with the District IDP and related PMS Framework.
- Preparing submissions/ reports to specific Portfolio Committees for perusal and discussion.
- Plans and implements the formulation of specific policies and procedures associated with the IDP and PMS.
- Costing project proposals and preparing reports and plans for submission to the Municipal Manager via Director and making necessary budgetary provisions on three-year capital and operational budget.
- Manages key requirements associated with the formulation and/ or review of the Integrated Development Plan and application of Performance management system.

- Controls and accesses the Key Performance Indicator's and outcomes of personnel within the Section;
- Disseminates functional and operational information on the immediate, short- and long-term objectives and current IDP and PMS developments, problems and constraints;
- Manages specific administrative and reporting requirements associated with the key performance and result indicators for the functionality.
- Manage and control the key performance and result indicators associated with Performance Management and SDBIP compliances and strategic objectives.
- Support end-users with SDBIP key performance administrative activities.
- Manage linkage of IDP and budget through measurable performance objectives.
- Provide guidelines and information on the linkage between Performance Management System and SDBIP.
- Stakeholder relations, communication and reporting on the status and outcomes of the PMS/SDBIP functionality internally/externally.
- Perform specific applications associated with the preparation, updating and processing of data on the PMS and IDP systems from hardcopy or digital sources.
- Compile compliance reports for submission to Management and Council.
- Perform quality assurance and data capturing of IDP and PMS review information received from departments.
- Monitoring and reporting on performance management and IDP systems.
- Manage Performance Assessment in the Municipality
- Supervision of junior staff.

**SALARY: R 525 767. p.a**

**Enquiries can be directed to the Human Manager, Miss K.E.E Molaoa at 0713873750 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.

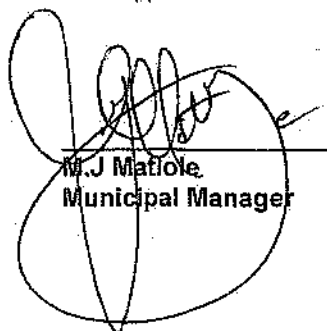
Interested suitable qualified and experienced persons can submit their applications and detailed CV's with certified copies of their qualifications to the following address:

**Municipal Manager PO Box 8, Theunissen, 9410, or applications can be hand delivered at Municipal offices in Theunissen, Brandfort, Winburg and Verkeerdevel.**

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

**Closing date: 06 January 2026**

**NB: Applicants must note that should they not receive feedback after 3 months from the closing date that their applications were not successful.**



**M.J. Matlole  
Municipal Manager**