



**PRINCE ALBERT MUNISIPALITEIT**

**PRIVATE BAG X53  
PRINCE ALBERT, 6930**

**NOTICE NO. 205/2022**

**DIRECTORATE CORPORATE AND COMMUNITY SERVICES**

**SECTION: INTERGRATED DEVELOPMENT PLANNING AND PERFORMANCE**

**VACANCY: IDP & PMS COORDINATOR**

**WC052-1.6.2.5**

**INTERNAL & EXTERNAL VACANCY**

*Written application on the prescribed application form are hereby awaited from suitably qualified and experienced candidates for appointment as a:*

**IDP & PMS COORDINATOR**

Coordinates the Integrated Development Plan (IDP) and Performance Management (PMS) processes to ensure that strategic planning takes place in the organisation, to enhance developmental governance, service delivery and public participation.

**REQUIREMENTS**

- B Degree in Public Administration or Development Planning related field at (NQF Level 7)
- 3 - 5 years relevant experience in IDP or PMS
- Computer literate (MS Office applications)
- Valid Code B drivers' license
- Excellent written and verbal communication skills in at least 2 of the 3 official languages of the Western Cape
- Appropriated experience in local and intergovernmental relations, policy development, IDP PMS and stakeholder management
- Good human relations, communication and interpersonal skills
- Good strategic planning and administrative skills
- Conflict handling and negotiation skills
- Ability to give attention to detail
- High level of responsibility
- Ability to work independently and under pressure

**ADDED ADVANTAGE**

- Achievement of minimum competency requirements at the required level will be an added advantage.
- Proficiency in MS Excel

**COMPETENCIES REQUIRED**

- **Core Professional Competencies:** Organisational Awareness / Political Impact; Information Measuring and Monitoring; Planning and Organising; Monitoring and reporting
- **Functional Competencies:** Project Management; Information Management
- **Public Service Orientation:** Service Delivery Orientation; Interpersonal Relationships; Client Orientation and Customer Focus; Communication
- **Personal Competencies:** Action Orientation; Resilience; Change Readiness; Learning Orientation; Problem Solving; Accountability and Ethical Conduct
- **Management / Leadership Competencies:** Strategic Capability and Leadership; Impact and Influence; Coaching and Mentoring; Team Orientation;

**FUNCTIONS & RESPONSIBILITIES**

- Developing in collaboration with relevant stakeholders the Integrated Development Plan (IDP) of the Municipality
- Coordinate in collaboration with relevant stakeholders the annual IDP Review and PMS Planning processes.
- Update and annually revise the IDP (Integrated Development Plan) and SDBIP
- Ensure compliance with policy and legislative provisions guiding the IDP and PMS processes.

- Coordinate and facilitate strategic engagements with the Executive in the annual IDP and Budget Planning Processes.
- Participate in IDP / PMS strategic engagements with all spheres of government.
- Establish and maintain internal and external structures to institutionalise stakeholder participation in the IDP and PMS processes.
- Coordinate and fulfill PMS activities in relation to quarterly, mid-year and year-end performance reviews of Senior Management.
- Provide quality assurance in the setting of SMART Key Performance Indicators in the Top-Level SDBIP.
- Provide quality assurance by ensuring accurate alignment between the PMS and IDP.
- Prepare organisation performance reports required in terms of the MFMA.
- Effectively attend to internal and external audit queries / findings
- Participate in MPAC and Performance Audit Committee Meetings.
- Compiling the Municipal Annual Report of the municipality in collaboration with relevant Stakeholders.

**SALARY : T12 - R 333 608,28 - R 433 041,36 per annum**

Normal fringe benefits are applicable to the position: such as pension and medical aid contribution, housing subsidy and a thirteen cheque after 12 months of employment.

**STATUS OF POSITION : PERMANENT**

**CLOSING DATE : THURSDAY 15 DECEMBER 2022 AT 12:00**

Application on the prescribed application form with certified copies of qualifications, curriculum vitae, identification document, drivers license and courses must be posted to: **Mr Abridon Sass – Human Resource Management Department**, 33 Church Street, Prince Albert, 6930, tel 023 541 1036 before or on **THURSDAY 15 DECEMBER 2022 at 12:00**.

Applicants are encouraged to submit applications to [jobapplications@pamun.gov.za](mailto:jobapplications@pamun.gov.za)

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.

Queries can be directed to Mr. Abridon Sass at 023 541 1036 or [abridon@pamun.gov.za](mailto:abridon@pamun.gov.za).

Prince Albert Municipality is an equal employer and encourage persons with disabilities, persons from previously disadvantage groups and especially women to apply. The Municipality reserve the right to not make an appointment. Canvassing will lead to automatic disqualification. If you do not receive any feedback within 90 days after the closing date, applicants may assume that their applications were unsuccessful.

**NO LATE APPLICATIONS WILL BE ACCEPTED.**

<p><b>PRINS ALBERT MUNISIPALITEIT</b>  <b>Private Bag X53,</b>  <b>PRINS ALBERT</b>  <b>6930</b>  <b>e-pos:</b>  <u><a href="mailto:jobapplications@pamun.gov.za">jobapplications@pamun.gov.za</a></u>  <b>Tel. (023) 5411320</b>  <b>Faks. (023) 5411321</b></p>		 <hr/> <p><b>ALDRICK HENDRICKS</b>  <b>ACTING MUNICIPAL MANAGER</b></p> <p><b>15 NOVEMBER 2022</b></p>
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