



BEAUFORT WEST MUNICIPALITY

Notice Nr. 65/2011

Staff Vacancy

Beaufort West Municipality is fully committed to service delivery in its municipal area and to the goals set out in the Employment Equity Act (1998) and Council's Equity Plan. In order to promote the Municipality's representation of the people it serves, applications from the designated groups will currently have preference.

IDP / LED MANAGER – Mun 9

Job Purpose

To manage the IDP and LD process in the Beaufort West Municipality and to manage projects for example Municipal Infrastructure Grant Project (MIG), transport projects and various other projects/grants received from Province as determined by Council.

Requirements:

- * Relevant Tertiary Qualification (Specialist Project Management Certificate (NQF6) or equivalent) Qualification in IDP/LED Projects
- * Post Graduate Degree and registration with a relevant Professional Body will serve as a recommendation
- * Knowledge of relevant legislation, international procurement policies, grant funding procedures in Local Government.
- * Must be computer literate; have good management and business writing skills and be in possession of a valid Code B/EB drivers licence.
- * Must be physically able to attend sites and erect exhibitions
- * Must be willing to work irregular hours

Experience

5 years / experience working in communities – development planning sphere

Key Performance Areas

Manage development projects to ensure that objectives in terms of the IDP are met

- * Investigating applications for new development projects, obtain quotes and prepare reports for submission to the relevant committees.
- * Facilitating the implementation of development projects and attend site meetings. Monitor progress and expenditure on the project and keep a record thereof.
- * Visiting development projects, take photos and videos for the library and write progress reports for submission to the relevant Portfolio Committee.
- * Being responsible for the development project budget and compilation of the payment certificates for projects.
- * Preparing and submit funding proposals for projects to Provincial and National Government Departments.
- * Submitting the development project applications received from the Municipalities to the relevant Portfolio Committee for prioritization with comments from a LED perspective.
- * Assisting Municipalities with the preparation of development related business plans if required by providing advice, guidance and support.
- * Managing and coordinating the LED process.
- * Giving guidance relating to the planning, organizing, identification of resources and coordinating these processes

Administrative functions to ensure accurate record keeping

- * Preparing IDP/LED related reports & agendas.
- * Attending IDP/ LED related meetings.
- * Preparing all IDP/LED related correspondence.
- * Filing all IDP/LED correspondence and reports.
- * Updating on all new developments, legislation etc. regarding IDP/LED and develop appropriate reports, policies and information sheets that would assist IDP/LED stakeholders in their tasks
- * Handling correspondence emanating from the minutes of the relevant Portfolio Committee including the writing of items for inclusion in Mayoral and other committee agendas as well as other Municipality Committees.
- * Filing of all project-related correspondence on project files.
- * Preparing all payments to creditors and submit to the Finance Department for payment.

Manage the IDP process in the Beaufort West Municipality

- * Co-ordinating the IDP process.
- * Co-ordinating and liaise between the different roll players and task teams.
- * Reporting to Province on progress of the IDP process.
- * Advising all other Municipalities in the district to incorporate certain projects in their IDP.

The abovementioned are done by attending various formal & informal meetings to liaise with various departments at Province and different task teams in the Beaufort West Municipality.

Manage the Municipal Infrastructure Grant (MIG) process

- * Responsible to see to it that a business plan be submitted to the District Municipality, in order for approval at National Level. This business plan is in accordance with all the rules and regulations as determined by the Division of Revenue Act (DORA) and the Municipality Financial Management Act (MFMA).
- * Seeing to it that all projects are included in the Municipality's IDP.
- * Seeing to it that various progress reports are submitted to Council, District Municipality and National Structures by means of prescribed formats.

Manage various other projects

- * Seeing that all projects are included in IDP, WSD, Integrated Transport Plans, etc.
- * Regular meetings with departments.

Manage Land Reform of the Beaufort West Municipality

- * Coordinating land reform according to strategy.
- * Coordinating land reform projects.
- * Member of TASK Teams.

Authority of the Post:

Position operates independently with the appropriate delegation of authority and with minimal direct supervision.

Salary Scale

Post Level T12 (R164748 to R213852 per annum) of a Grade 2 of 8 Local Authority.

Benefits

Attractive benefits are offered such as * Leave Bonus equal to one month's salary * Pension-Provident/Retirement and Medical Aid Fund * Group Life Assurance * Housing Subsidy * Ample leave *sick leave and furniture removal costs.

NB: Should you not be contacted by us within 3 months, please assume that your application has not been successful. Certified of documentation must be attached as proof of training as requested to be considered. Applicants without specific subjects in Grade 12 as requirement, will be disqualified automatically. The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. Any person canvassing with the view of being appointed in a post, shall be disqualified from appointment.

The prescribed application forms can be obtained from mss. NP Menziwa/L Barnard, Department: Corporative Services at telephone number 023 – 4148020.

Completed application forms should be sent **before 12:00 on Friday 15 July 2011** and be addressed to:

**The Municipal Manager
Private Bag 582
Beaufort West
6970**

Municipal Office
112 Donkin Street
Beaufort West
6970

J Booysen
Municipal Manager

2011.06.13