



BEAUFORT WEST
MUNICIPALITY * UMASIPALA * MUNISIPALITEIT
NOTICE NR: 92/2024
DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER
REF NR: 92/2024 - WC0530572- MUN 9

COORDINATOR: INTEGRATED DEVELOPMENT PLAN

Job Purpose:

To manage key applications and procedures associated with the identification, implementation, monitoring and reporting of the effectiveness of Development Services i.e. IDP function, initiatives, programmes and projects in creating a conducive environment for entrepreneurs and, committing and capacitating citizens, community based organizations, business and other interest groups towards achieving sustainable ways to meet social, economic and material needs and improve quality of life

Requirements:

A relevant 3 year tertiary qualification preferably with courses or specialisation in Public Administration or Performance Management or Project Management or B Degree or B Tech; and • Computer literacy: MS Office.

Experience: 5 - 8 years relevant experience required

Skills Required:

**Knowledge of legal & administrative services and processes **Code B Driver's license **Proficiency in at least 2 of the official languages of the W. Cape **Good management, human relations, interpersonal and communication skills **Change Management **Project Management, Planning & Organisation **Knowledge Management **Service delivery innovation **Problem Solving **High level of responsibility **Ability to work under pressure **Ability to deal with conflict situations

Responsibilities / Duties:

GENERIC MANAGEMENT FUNCTIONS: Plans, coordinates and manages the activities of the division * Develops divisional vision and strategy * **IDP COORDINATING FUNCTIONS:** Develop the municipality's IDP in conjunction with the manager, internal and external role-players * Conduct secondary research on IDP related activities and key government policies and programs that must align with the IDP, **ADMINISTRATION**

Report to the following institutions/ persons and manage the day-to-day functioning of the IDP unit, Internal and External communication for the development of the Municipality's *FUNCTIONAL MANAGEMENT FUNCTIONS

*IDP COORDINATING FUNCTIONS * STRATEGIC PLANNING

Report to the following institutions/ persons, Interacts with the following institutions/ persons, Perform any other related duties as instructed by supervisor

Other Competency Requirements as Stipulated in Annexure A of the Government Gazette No 45181 Dated 20 September 2021 pages 380 to 391 Level 3.

Please visit https://www.gov.za/sites/default/files/gcis_document/202109/45181gon890.pdf for municipal staff regulations

Salary: T12: R28 991.00 pm R347 891.97 to R451 583.05 per annum Plus Benefits

Please Note: By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Completed applications, accompanied by certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver's licences, Professional Driver's Permits and registration certificates from professional bodies, where applicable. 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. Applicants must apply for the vacancy on the official BWM 5 Application for Vacancy form and if not your application will result in disqualification.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Beaufort West Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 3 (three) months of the closing date, please regard your application as unsuccessful. For more details on vacancies visit our website www.beaufortwestmun.co.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

CLOSING DATE: FRIDAY 07 JUNE 2024 at 12:00

Job Related Enquiries: Mr. Derick E Welgemoed – 023-4148100/ 8181

General HR Enquiries: Adriaan Duimpies – 023-4147549 / Imelda Dourie – 023-4148190
Angilo Jacobs – 023-4147550

Complete Applications, clearly marked, accompanied by a comprehensive CV and details of contactable referees for the abovementioned vacancy must be sent to/handed in at –

The Office of the Municipal Manager, Private Bag 582/112 Donkin Street, Beaufort West 6970
Or email to

erecruit@beaufortwestmun.co.za

DE WELGEMOED
MUNICIPAL MANAGER

17 May 2024