



DR J.S MOROKA LOCAL MUNICIPALITY

Hereby invites applications from experienced, qualified, innovative, committed, energetic individuals to fill the under-mentioned position:

DEPARTMENT: MUNICIPAL MANAGER'S OFFICE

ASSISTANT MANAGER: PERFORMANCE MANAGEMENT SYSTEM

SALARY: R 432 017, 97 (excluding benefits) (Task Grade 15/1)

REQUIREMENTS: Grade 12, B Degree in Public administration/Management, Human Resources or equivalent qualification at NQF Level 7 • Sound knowledge of Performance Management System • Minimum of 3 years' relevant experience • Computer literacy • Good Communication, Interpersonal and Administrative skills • Ability to work under pressure • A valid driver's license.

RESPONSIBILITIES: Development of the organizational performance plan in alignment with the approved Integrated Development Plan • Establish a performance management system framework based on the IDP • Align the PMS Framework with the Organisational Performance plan • Ensure the annual review of the Performance Management System Framework • Ensuring the alignment of the PMS and SDBIP performance information of the municipality • Establish the individual Performance Management plans and agreements for section 54A and 56 managers and other municipal personnel • Calculate and consolidate the final assessment results for consideration and determine the relevant incentive according to the prescribed guidelines • Assist the Section 54A and 56 managers in developing the core competencies requirements (CCR) and personal development Plans (PDP) for their performance plans and agreements • Submit all performance reports to the relevant auditing bodies (Internal Audit, Audit Committees, Auditor General etc) • Submit the signed plans and agreements to relevant governing bodies (MEC, COGTA, etc.) • Supervise personnel within the PMS Unit • Manage the PMS unit budget • Maintaining the Performance Management recordkeeping system.

Application form (available on the website – www.moroka.gov.za or municipal office in Siyabuswa; HQ), accompanied by certified copies of qualifications, ID document, driver's license (where applicable), and a detailed CV, must be addressed to: The Acting Municipal Manager, Dr J.S Moroka Local Municipality, Private Bag X4012, Siyabuswa, 0472.

(Applications can also be hand delivered in our Head office: A2601/3 Bongimfundo Street, Siyabuswa). For More information – Human Resource (013) 973 1101 / 1390

CLOSING DATE: 20 OCTOBER 2017

M.R RAMPEDI - ACTING MUNICIPAL MANAGER

