



THABAZIMBI MUNICIPALITY

Private Bag X530

THABAZIMBI

0380

Tel.: 014 777 1525 / Fax: 014 777 1531

Thabazimbi Municipality is an equal opportunity employer subscribing to the Employment Equity Act and hereby invites applications from suitable, qualified and experienced persons for appointment to the under mentioned post.

**JOB: TITLE: DIVISIONAL HEAD PERFORMANCE
MANAGEMENT SYSTEM**
(Office of the Municipal Manager)

BASIC ANNUAL SALARY: Post Level 1 (R353 920.20) per annum

QUALIFICATIONS: Degree or Diploma in Public Administration & Development Studies or equivalent

3 year relevant experience

Computer literate (MS Word, Excel, PowerPoint)

Valid Code EB (Code 8) drivers License

Extensive understanding of PMS & IDP within Local Municipality

SKILLS: Project Management, Presentation and report writing, ability to design and conduct training

KEY PERFORMANCE AREAS

Develop and manage the implementation of a municipal performance management system.

Ensure that performance Management Systems are based on IDP.

Capacitate officials & councilors on PMS through training and other mechanisms.

Co-ordinate and monitor implementation of PMS within Municipality.

Develop monitoring system mechanisms and collect and analyze performance information.

Facilitate & co-ordinate annual review of PMS system.

Report to PIMS performance progress.

BENEFITS: Pension Fund, Medical Aid, Housing subsidy and Travelling Allowance

CLOSING DATE: 24 FEBRUARY 2017

If you are interested and you are in possession of the necessary qualifications and experience, please address your application, with your CV and authenticated copies of qualifications to:

The Acting Municipal Manager
Private Bag X530
THABAZIMBI
0380

Or hand delivered to: Corporate Services Department, Sarel Pelsers Building, Rietbok Street, Thabazimbi. 0380

All Applications should be marked: **Notice No: 16/2017**

OFFICIAL APPLICATION FORMS: All applications should be on the official application form, which is available at the Human Resource office of the Thabazimbi Municipality,

Corporate Services Department or telephone number 014 777 1525. Application forms are also available on the website of the Municipality: www.thabazimbi.gov.za.

If you are not invited for an interview within 30 (thirty) working days from the closing date, you must accept that your application was unsuccessful.

Note:

- Applications by fax or e-mail will not be accepted.
- No applications will be accepted without certified copies of qualifications.
- Applications should be in the prescribed **Application Form for Employment**
- Canvassing with Councilors is not permitted and proof thereof will result in disqualification

Enquiries: Direct all enquiries to Isabel Harding at hardingi@thabazimbi.gov.za or Tel. Number: 014 777 1525

**ACTING MUNICIPAL MANAGER
THABAZIMBI MUNICIPALITY**