

Department Of Corporate Services

EXTERNAL ADVERTISEMENT

Private Bag X5066
Thohoyandou
0950
Limpopo Province
Tel: 015 962 7500
Fax: 015 962 4020

THULAMELA LOCAL MUNICIPALITY HEAD OFFICE: THE ECONOMIC HUB OF VHEMBE REGION AND EQUAL OPPORTUNITY EMPLOYER INVITE APPLICATION FROM SUITABLE CANDIDATES FOR APPOINTMENT ON THE FOLLOWING VACANT POSTS.

1. Department : Planning & Development
Position : Manager PMS
Annual Salary : R 687 583.20
Post level : 3
Number of Post : 01

Requirements:

- Bachelor's Degree in Public Administration /Public Management /Human Resources /Monitoring and Evaluation.
- Good communication and interpersonal skills, facilitation skills ,analytical skills organizing skills office administration and report writing skills.
- 3 – 5 years' experience with extensive knowledge of strategic planning and performance management systems.
- Valid code B driver's license and excellent Computer skills (Ms Word, Excel & Powerpoint).
- Extensive understanding of PMS,IDP and Budget processes within the Local Municipality.

Responsibilities

- Facilitate the compilation of the Service Delivery and Budget Implementation Plan (SDBIP)
- Development of performance agreements for Section 54A/56 Managers.
- Coordinate the development and review of performance Management Systems Framework.
- Coordinate the organisational performance reporting (quarterly) performance reports, back to basics reports, annual report and the oversight report).
- Cascade performance Management to all staff members below the senior management.
- Prepare and Coordinate the sittings of performance assessments for Municipal Manager and Senior Managers.
- Facilitate performance management system with all Divisional Heads in various Departments.
- Perform any other duties delegated by the Supervisor.

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- Monitor compliance with procedures, legislations, regulations and standards applicable to Local Government Performance Management.
- Provide advice and support to departments and units on Performance Management.
- Development of strategic objectives and key performance indicators.

2. Department : Planning & Development
Position : Deputy Manager PMS (Individual performance)
Annual Salary : R578 463.36
Post level : 4
Number of Post : 01

Requirements:

- Degree or Diploma in Public administration / Public Management / Human Resources/ Monitoring and Evaluation.
- 2 – 3 years relevant experience. Computer skills (MS Word, Excel, PowerPoint).
- Valid Code EB (Code 8) drivers License.
- Extensive understanding of PMS, IDP and Budget processes within Local Municipality.

Responsibilities:

- Provide advice and support to departments and Division on performance management.
- Cascading of performance management to employees below Senior Managers.
- Develop of performance agreements for lower level employees.
- Manage the implementation of a Municipal Individual Performance.
- Progress report on the performance indicator monitoring system (PIMS).
- Facilitate and co-ordinate annual review of PMS system.
- Capacitate officials on PMS through training.
- Facilitate and coordinate quarterly and annual review PMS.

3. Department : Planning & Development
Position : General Assistant
Annual Salary : R165 225.84
Post level : 15
Number of Post : 01

Requirements

- Grade 12 certificate with Mathematics and N3 in Civil Engineering.
- 1 Year experience in related field.
- Knowledge and skills on the interpretation of maps will be an added advantage.

Responsibilities

- Bush cleaning during survey field work.
- Assist survey activities technician on daily activities.
- Beacon relocation for site boundaries.
- Assist survey during demarcation and allocation of sites.

4. Department : Community Services
Position : General Assistant
Annual Salary : R165 225.04
Post level : 15
Number of Post : 04
Annual Salary : R165 225.04

Requirements

- Grade 12 Certificate and testimonial in related field.
- 1 year experience in related field.
- Experience in cleaning and refuse removal.
- Be able to work under pressure.

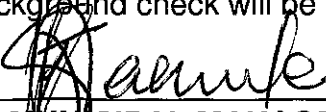
Responsibilities

- Refuse removal from household.
- Cleaning of municipal building and recreation facilities.
- Empty street and public dustbins.
- Removal of building rubbles from public places.
- Perform any other duties delegated by the supervisor.

NB. Application must be submitted on the signed Thulamela Local Municipality application form obtainable on the website: www.thulamela.gov.za. accompanied by comprehensive CV and certified copies of certificates to be forwarded to: **The Municipal Manager, Thulamela Municipality, P/Bag x5066, Thohoyandou, 0950** or may be handed in at Office no. **130B** during working hours. People with disability are encouraged to apply. For administrative enquiries contact: 015 962 7643 or 015 962 7775

Closing date: 05 October 2023

Should you not be contacted within **30** days after the closing date, please accept that your application was unsuccessful. Qualifications and previous employment background check will be carried out to all shortlisted candidates.


MUNICIPAL MANAGER
MAKUMULE M.T

01. 09. 2023
DATE