



## **IDP / PMS MANAGER**

**Applications are invited from suitably qualified individuals to apply for the following position**

**Post:** IDP / PMS Manager  
**Salary Level:** L4/T15

### **Requirements**

An appropriate recognized bachelors' degree/ or equivalent qualification in development planning with at least three (3) years' relevant experience, Advance knowledge of computer (MS Word, Excel, Power Point), high level communication skills. A valid driver's license.

### **Key performance areas**

- Management of the IDP process
- Liaising with sector Departments
- Ensure public participation in IDP process
- Monitor the implementation of the IDP and submit reports to the Municipal Manager,
- Development of credible IDP document.
- Participate in the determination of functional objectives with due consideration given to the organizational vision and mission and goals encompassed in the IDP
- Monitoring compliance with respect to the adopted structure
- Maintaining the Performance Management recording keeping system

**Duration:** Permanent Appointment

### **Please note**

- Fraudulent qualifications, information or documents will disqualify any applicant
- Canvassing is prohibited and will disqualify any applicant
- Faxes and e-mail are not acceptable

Application with comprehensive CV's and certified copies of qualifications should be forwarded to:

Municipal Manager  
Phumelela Local Municipality  
Private Bag X5  
Vrede, 9835

OR handed in at the office No. 52 Kuhn Street, Vrede

**Closing date:** 5 April 2013

**Enquiries:** Human Resource Officer (R T Tshabalala)  
Tel: 058 913 8300

Mr. T.M. Moremi  
Municipal Manager

NB: if you have not been contacted within 3months after the closing date consider your application as unsuccessful.