



Amajuba District Municipality

Amajuba District Municipality is an equal opportunity, affirmative action employer and also encourages applications from disabled persons

VACANCY

**DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER
MANAGER: PERFORMANCE MANAGEMENT SYSTEM**

Requirements:

Minimum Qualification: Degree or Diploma in Social Science /Planning or appropriate relevant qualification.

Experience: 3 years relevant experience in Municipal Environment.

Skills: Organizing, planning and communication skills are essential.

Summary of Responsibilities:

- Performance Management System (PMS), Review Departmental score cards, Develop and Review Service Delivery and Budget Implementation Plan (SDIBP).
- Compile quarterly and annual performance reports.
- Development of planning, monitoring and reporting tools on PMS for all employees.
- Liaise with municipal departments continuously to ensure that all activities and operations aligned with the PMS.
- Ensure alignment of the SDIBP based on the Integrated Development Plan (IDP) priority projects.
- Performance management programs coordinate performance assessment for municipal employees; ensure compliance with regard to relevant legislations on PMS.
- Advise on compilation of performance agreements and plans of employees, Coordinate and conduct workshops on performance management programs, ensure that required information on performance management is placed on municipal website as legislation dictates, be responsible for institutional monitoring and evaluating programs.
- Develop performance management policy.

Remuneration: R302 447.16 p.a.

Applications consisting of a comprehensive CV and covering letter together with certified copies of qualifications must reach the undersigned, no later than **12h00 on 07 August 2015.**

Enquiries may be directed to the **HR Department: 034 - 329 7200** during office hours. Facsimiles, emails or late applications will not be accepted. Only short-listed applicants will be contacted. If you are not contacted three months after the closing date, your application would have been unsuccessful.

**LM Africa
Amajuba District Municipality
Municipal Manager
Private Bag X6615
Newcastle 2940**