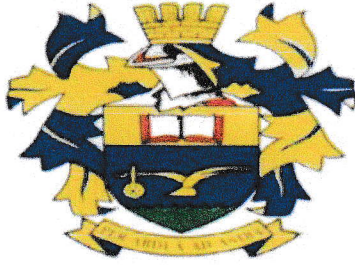


## DIPALESENG LOCAL MUNICIPALITY



### ADVERT

**Department:** Planning and Economic Development

**Position:** Manager: Integrated Development and Planning (IDP)

**Basic Salary:** R442 662.00 basic salary (**R728 725.00** Total cost to the employer which includes benefits i.e. travelling allowance, housing allowance, medical aid, 13<sup>th</sup> Cheque bonus and pension fund)

**Post Level:** 01

The incumbent will report directly to the Director: Planning and Economic Development

**Minimum Requirements:** Grade 12. A relevant 3 year tertiary qualification preferably with courses or specialization in Public Administration or Performance Management or Project Management or B Degree or B Tech; and; Computer literacy: MS Office, good reporting and presentation skills. 05 years' experience on managerial position and 03 years' experience on technical skills preferable in the Local Government. Previous experience of developing business plans within a political environment. Valid Driver's Licence. The successful incumbent will be subjected to vetting for criminal record clearance.

**Core Competencies.** Planning and Organizing. Ability to meet conflicting deadlines. Programme and Project Management. Financial Management. Resilience. Interpersonal relationship. Communications. Service delivery orientation  
Client orientation and customer focus.

**Skills and Knowledge:** Action Orientation; Resilience; Change Readiness; Learning Orientation; Problem Solving; Accountability and Ethical Conduct. Interpersonal Relationships. Communication; Service Delivery Orientation. Be able to compile annual and quarterly reports. Knowledge of public administration and understanding of local government operations. Knowledge and understanding of Corporate Governance Principles (King III report). Expert and solid knowledge of local government related legislation, regulations and policies.

**Responsibilities:** Ensuring that the Municipality sets out and adopts in writing a process to guide the planning, drafting, adoption and new review of Integrated Development Plan (IDP). Facilitating the IDP process to ensure that all budgeting processes are aligned to the needs of the IDP throughout the Municipality. Co-ordinating the updating of Departmental Business Plans. Aligning the IDP Review with annual budget planning. Monitoring progress of the IDP against measurements and ensure that reports detailing progress are available for inspection. Making certain that the identified core components of the legislation and conform to the strategic plan of council. Managing IDP Nerve Centre. Drafting terms of reference, prepare the invitation of proposals and participate in the shortlisting process/interviews for the service provider appointments. Submitting reports with recommendations to the Municipal Manager for service providers. Preparing applications for the IDP funding to the District and Province (MSIG). Coordinating Ward Councilors and Ward Committee member's capacity-building workshops on IDP. Determining needs of the section and provide input in the compilation of the budget. Managing the

L.C.

annual capital and operating budget of the section within the budgetary constraints of Council. Motivating the

budget and budget amendments to the Unit Head for approval. Developing and implementing the sections operational plans to ensure improved service delivery and alignment with units' plans. Monitoring that the methods, processes, and systems used in the section are conducive to efficient service delivery. Drafting the IDP Process Plan for adoption by Council, which is informed by District IDP Framework Plan. Aligning the District IDP Framework Plan with LLM IDP Process Plan. Facilitating the development planning process through IDP Steering Committee and IDP Representative Forum. Co-ordinating information from the departments for consideration on analysis, strategy formulation, project identification & prioritization of a 5-year IDP after every Local Government Election. Submitting the IDP for approval by Council. Distributing copies of the IDP to the MEC of CoGTA and National Treasury and ensuring that it has been received. Making sure the IDP is posted in the Municipality Website. Monitoring the performance of allocated Powers and Functions through population of the Municipal Demarcation Board (MDB) assessment form. Monitoring the implementation progress of the IDP. Monitoring the Municipality's progress against the plan and whether this progress is impacting on the achievement of the vision of the Municipality. Submitting Progress Reports to the IDP Steering Committee, Rep Forum Meeting, Portfolio Committee Meetings and Council on IDP.

*Dipaleseng Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from these designated groups are encouraged to apply*

Interested persons meeting the above-mentioned requirements are requested to complete Annexure B application form for employment that is accessible on our website [www.dipaleseng.gov.za/vacancy](http://www.dipaleseng.gov.za/vacancy) together with a detailed CV and certified copies of qualifications for the attention of the Acting Director Corporate Services, Private Bag X1005, Balfour, 2410 or hand deliver applications at Dipaleseng Local Municipality, Corner Johnny Mokoena and Themba Shozi Street, Balfour, 2410 **on or before 22 February 2024**. No faxed or e-mailed applications will be considered. Administrative enquires should be forwarded to Human Resources, Ms. Sombu Radebe at 017 004 0027/082 068 7436

Applicants who do not receive feedback 60 days after the closing date must accept that their applications were unsuccessful. NB: The municipality reserves the right not to make an appointment.



MR. L. CINDI  
MUNICIPAL MANAGER

Date: 05/02/2024