

DIPALESENG LOCAL MUNICIPALITY



ADVERT

Department: Planning and Economic Development

Position: Manager: Planning and Economic Development (PED)

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, 13th Cheque bonus and pension fund)

Post Level: 01

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

Minimum Requirements: Grade 12. Relevant tertiary qualification (Degree) in Building Science/Town & Regional Planning/Urban Planning or Developmental Studies. Honours Degree will be added advantage • Registration as a professional planner / architect / urban designer will be added advantage. • Computer literacy: MS Office. 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. Monitoring and Control. Negotiation. Planning and Organizing. Spatial Planning. Urban Design. Land Use Management. Programme and Project Management. Financial Management. Resilience. Interpersonal relationship. Communications. Service delivery orientation. Client orientation and customer focus. Ability to meet conflicting deadlines.

Skills and Knowledge: Knowledge of the Geographical Information System (GIS). Knowledge of Spatial, Town and Development Planning. Knowledge of Local Economic Development and Tourism. Knowledge of Human Settlement and Expanding Public Works Programme (EPWP). Be able to compile annual and quarterly reports. Knowledge of public administration and understanding of local government operations. Expert and solid knowledge of local government related legislation, regulations and policies.

Responsibilities: Managing the planning of the economic development processes as well as the management of LED. Initiatives for SMME's, tourism development, economic policy and research (including investment and trade promotional). Housing matters. Promotion of social and economic development. Developing and implementation of land management. 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. 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

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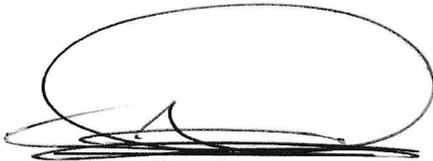
for the IDP funding to the District and Province (MSIG). Coordinating Ward Councilors and Ward Committee member's capacity-building workshops on IDP. Determining needs of the department and

provide input in the compilation of the budget. Managing the annual capital and operating budget of the section within the budgetary constraints of Council. Drafting the IDP Process Plan for adoption by Council, which is informed by District IDP Framework Plan. Developing and implementing the departmental operational plans to ensure improved service delivery and alignment with units' plans. Aligning the District IDP Framework Plan with LLM IDP Process Plan. 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 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 01 March 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: