



01MAMPOI STREET, OLD PARLIAMENT BUILDING, PRIVATE BAG X810, WITSIESHOEK 9870, SOUTH AFRICA  
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**INTERNAL/EXTERNAL ADVERTISEMENT: 20 February 2024- 07 MARCH 2024**

Thabo Mofutsanyana District Municipality, with its sitting in Phuthaditjhaba, Free State Province, an equal opportunity employer which subscribes to the principle of the Employment Equity Act hereby invites **suitable candidates** who meet the requirements to apply for the following advertised positions, people with disability are encouraged to apply.

1.

<b>DEPARTMENT</b>	<b>OFFICE OF THE MUNICIPAL MANAGER</b>
<b>POST</b>	<b>IDP &amp; PMS MANAGER</b>
<b>SALARY AND BENEFITS</b>	<b>TASK LEVEL 16- Notch 6 -R 55 589.95 (Category 2 Municipality)</b> <b>BENEFITS-CAR ALLOWANCE, CELLPHONE ALLOWANCE, PENSION FUND AND MEDICAL AID</b>
<b>PERIOD OF EMPLOYMENT</b>	<b>PERMANENT (Probation -6 months)</b>
<b>REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• National Diploma or Degree in Public Administration or Social Science Studies/ A relevant B degree or equivalent three-year qualification</li> <li>• Required to work extended hours.</li> <li>• 3-5 years' relevant experience</li> <li>• Computer Literacy – MS Office Applications</li> <li>• A Valid Driver's Licence.</li> </ul>
<b>KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Development and implementation of Integrated Development Plan.</li> <li>• Responsible for the review of IDP and monitoring through research and analysis, participation meetings/representative forums.</li> <li>• Develop and review Performance Management System (PMS)</li> <li>• Review Departmental scorecards.</li> <li>• Develop and review Service Delivery and Budget Implementation Plan (SDBIP)</li> <li>• Develop IDP Framework and Process Plan</li> <li>• Compile Quarterly and /annual Performance Reports</li> <li>• Develop planning, monitoring and reporting tools on IDP and PMS</li> <li>• Liaise with municipal departments continuously to ensure that all activities and operations are aligned with the IDP.</li> <li>• Ensure alignment of SDBIP with Integrated Development Plan (IDP) and Performance Management System</li> <li>• Develop, strengthen and maintain relationship with relevant role players and other implementing agents.</li> <li>• Liaise and interact with officials, Councillors. Government Sectors and other stakeholders.</li> <li>• Report writing and facilitation of workshops</li> </ul>

Applications with comprehensive CV's and certified copies of qualifications must be forwarded to below address or be hand delivered at Room 210 to Corporate Services Secretary:

**The Municipal Manager  
Thabo Mofutsanyana District Municipality  
Private Bag x 810  
Witsieshoek  
9870**

**N.B**

- Communication will be entered into with short listed candidates only.
- Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months after the closing of the advertisement, please consider your application as unsuccessful.
- It is the applicant's responsibility to have foreign qualification evaluated by the South African Qualification Authority (SAQA) and to attach proof thereof.
- Please do not send original documents.
- TMDM Application for employment form is obtainable on our website: [www.thabomofutsanyana.gov.za](http://www.thabomofutsanyana.gov.za), under vacancies.
- Canvassing of employees or other members of the Council or any Committee of the Council directly or indirectly for any appointment under the Council shall disqualify the candidate concerned for that appointment.

Enquiries: Ms M.E Ngobese (Manager HR) 058 718 1000/1069 or email: [mafefu@tmdm.gov.za](mailto:mafefu@tmdm.gov.za)

**CLOSING DATE FOR THE POSITION: , 07 March 2024 at 16h15**

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**Me T.P.M Lebenya  
MUNICIPAL MANAGER**

**DATE:**