



Old Parliament Building, 1 Mainpor Str, Phuthaditjhaba
Private Bag X810, Witsieshoek, 9870
058 718 1036/058 718 1034
mmadmin@tmdm.gov.za

www.thabomofutsanyana.gov.za

OFFICE OF THE MUNICIPAL MANAGER

INTERNAL RE-ADVERTISEMENT

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 invites suitable candidates who meet the requirements to apply for the following advertised positions.

1. INTERNAL

DEPARTMENT	OFFICE OF THE MUNICIPAL MANAGER
POST	IDP&PMS COORDINATOR
SALARY AND BENEFITS	TASK LEVEL 10- Notch 6 -R 24 237.97 (Category 2 Municipality) Benefits-Pension fund, Car Allowance and Medical Aid
PERIOD OF EMPLOYMENT	PERMANENT (Probation - 6 months)
REQUIREMENTS	<ul style="list-style-type: none">• A relevant 3-year tertiary qualification preferably with courses or specialization in Public Administration or Performance Management or Municipal administration or Project Management or B Degree or B Tech or equivalent.• Computer literacy: MS Office.• 2 Years relevant experience
KEY RESPONSIBILITIES	<ul style="list-style-type: none">• Maintain overall filing system for the division regarding performance management.• Ensure administrative procedures associated with record keeping are complied with• Monitor adherence to procedural requirements related to performance management systems.• Draft correspondence to departments as directed by the Manager.• Draft agendas, notices and minutes taking for divisional meetings.• Timeous dispatching of performance Agreements with all annexures.• Adherence to PMDS Process plan• Ensure alignment of Skills Audit and PDPs.

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, 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: Me M.E Ngobese (Human Resources Manager)
058 718 1000/1069 or email: malef@tmdm.gov.za

CLOSING DATE FOR THE POSITION: 04 July 2025



Me T.P.M LEBENYA
MUNICIPAL MANAGER

23/6/25
DATE: