



## ADVERTISEMENT

### PERFORMANCE MANAGEMENT SYSTEM COORDINATOR: (INSTITUTIONAL)

NOTICE NO: 118/2022

TASK GRADE 11 OF A CATERGORY 2 LOCAL AUTHORITY

REMUNERATION: R 289 366.00 – R 375 611.00 PER ANNUM (*excluding Council 's benefits*)

Senqu Local Municipality, a category 2 municipality that incorporates Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw and the environs invites applications from all suitably qualified candidates for the position mentioned above.

#### JOB PURPOSE

Coordinates key performance areas and objectives associated with Integrated Institutional Performance Management System (PMS) capable of objectively and accurately establishing and measuring accomplishments and outcomes against key performance areas and indicators.

#### MINIMUM ESSENTIAL REQUIREMENTS AND EXPERIENCE

- Grade 12, 3 Years Diploma in Public Administration/ Performance Management/ Monitoring and Evaluation
- Computer literacy – Office applications
- Code EB driving license
- 3 Years' relevant working experience
- Computer Literacy



## **KEY PERFORMANCE AREAS**

- Coordinating activities associated with the development of institutional performance management measures.
- Monitors the Municipality's services, programmes and projects.
- Coordinates the evaluation of the actual performance of the Institution against the set targets and report to the relevant authorities within a prescribed period.
- Coordinates activities associated with the IPMS administration obligations as guided by municipal policies, rules and regulations.
- Coordinates key performance indicators and outputs as set in the work plan annually and report on implementation progress.

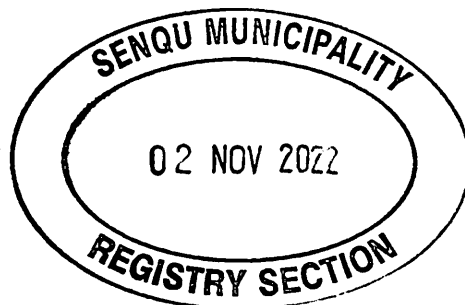
## **KEY COMPETENCIES REQUIRED FROM ALL APPLICANTS**

- Proven attributes of integrity, honesty, maturity, courtesy, transparency and commitment to ensure progressive democratic and accountable governance that delivers sustainable and efficient services.
- Ability to effectively inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.
- Ability to maintain the high-quality standards while achieving desired outcomes and results.
- Good organizational and administrative skills, communication skills and problem-solving skills will be an added advantage.
- Report writing skills.
- Be able to work under stressful environment

## **APPLICABLE BENEFITS**

- Medical Aid, Pension, Housing Subsidy and 13<sup>th</sup> Cheque

**The closing date for submission of applications is Friday, 09 December 2022 and no late, emailed and faxed applications will be accepted. Application packs must reach us by 12 noon.**



## **APPLICATION PROCESS**

Any individual who wishes to apply for this position **must** complete and submit the Senqu Local Municipality application form obtainable from our website [www.senqu.gov.za](http://www.senqu.gov.za), together with a comprehensive Curriculum Vitae, certified copies of qualifications, ID and driver's license. An application pack which contains all the above-mentioned documents must be submitted to the under mentioned address.

This Council subscribes to the policies of Affirmative Action and Employment Equity and appointment will be made with these policy considerations.

Appointment will be subject to appropriate reference and qualification checks as well as security vetting.

Canvassing and/or lobbying of Councillors and officials will not be accepted and non-compliance thereof shall immediately disqualify an applicant.

Should you not receive communication from us within thirty (30) days after the closing date of this advertisement, please consider your application to be unsuccessful.

A successful candidate will be expected to sign a Performance Agreement.

Please note that Council reserves the right not to fill the position.

## **CONTACT PERSON**

All enquiries should be directed to the Human Resources Directorate *on* - telephone 051 603 1300/1306 *during working hours* or [mokokat@senqu.gov.za](mailto:mokokat@senqu.gov.za)

**MR M.M YAWA**

**MUNICIPAL MANAGER**

**SENQU MUNICIPALITY**

**19 Murray Street**

**Private Bag X 03**

**Lady Grey**

**9755**

**File no: 4/3/2/1/6**

**02/11/2022**

