

EXTERNAL CIRCULATION

**DIRECTORATE: HUMAN SETTLEMENTS, PLANNING & DEVELOPMENT AND PROPERTY
MANAGEMENT**

POST DESIGNATION: SENIOR PMS CO-ORDINATOR

PERMANENT APPOINTMENT

WC0442321

IDP/PMS 05/2023 2321

Salary : R 375 600 – R 487 584 per annum T12 (Subject to Task Outcome)

Additional Service Benefits : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- 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
- Computer literacy: MS Office
- 5-8 years relevant experience
- Valid code B Driver's license
- Able to read, write and understand at least two of the official languages of the Western Cape.

PREFERRED REQUIREMENTS:

- Be able to compile quarterly and annual reports.
- Knowledge of public administration and understanding local government operations
- Knowledge and understanding of Corporate Governance Principles (King Reports I, II and III report).
- Knowledge of the Batho Pele Principles.
- Knowledge of the Municipal Systems Act and the Municipal Finance Management Act.

COMPETENCIES:

- Organisational Awareness / Political Impact, Information Measuring and Monitoring, Planning and Organising, Monitoring and reporting
- Project Management, Information Management, Service Delivery Orientation, Interpersonal Relationships, Client Orientation and Customer Focus , Communication
- Action Orientation, Resilience , Change Readiness, Learning Orientation, Problem Solving, Accountability and Ethical Conduct
- Strategic Capability and Leadership, Impact and Influence, Coaching and Mentoring, Team Orientation

KEY PERFORMANCE AREAS:

- Ensure that the PMS function is aligned with and in support of the Municipality's strategic objectives.
- Coordinate the development of standard operating procedures for all indicators on the Top Level SDBIP.
- To ensure administrative compliance within the PMS Section.
- To ensure that the Municipality develops and reports on measurable predetermined objectives (PDOs) linked to the Municipality's Integrated Development Plan (IDP), and to ensure that the Municipality complies with the prescripts of applicable legislation, regulations and circulars issued by Provincial and National Treasury, Department of Local Government and the Auditor-General (AG) of South Africa.
- Ensure that the Municipality develop and report on measurable predetermined objectives linked to

the Municipality's Top Layer SDBIP KPIs, and to ensure that the KPI's are drafted into individual performance management agreements.

- To ensure that the Municipality regularly reports on the performance management information linked to the IDP objectives.
- To ensure that the Municipality regularly monitors and reports on its KPI's linked to its Pre Determined objectives as contained in the local government legislative framework. To further ensure that performance information is submitted to other relevant government departments as guided by the Municipal Finance Management Act (MFMA), Municipal Systems Act (MSA) as well as relevant regulations and circulars.
- To co-ordinate strategic reporting to other spheres of government. This is usually through the completion of questionnaires, templates and requested reports. The incumbent must ensure that the necessary information is provided and do checks to ensure accuracy.
- To coordinate and compile the Annual Report process.
- Ensure that the administrative function of the electronic performance management system is properly managed.
- Ensure that the Performance Management Unit (Organizational) remain current with academic trends and best practices.
- Ensure that documentation is properly documented filed and archived, to facilitate knowledge and information distribution.
- To ensure that other government departments are constructively assisted by the Municipality to disseminate and gather information critical in drafting their (the other government departments) quarterly and annual reports (MSA 46 Report).
- To ensure that support is provided with the processes associated with the Integrated Development Plan.
- To ensure that employees tasked to assist the PMS Coordinator in performing its duties are managed and supervised.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Must be willing to work overtime .
- Work according to strict conflicting deadlines.
- Must assist with development of the Intergrated Development Plan of the Municipality.
- Assist with community needs assessments.
- Good writing, administrative, interpersonal and communication skills.
- Knowledge of related legislation.

ENQUIRIES: MS. WHITNEY PRINS (044 801 9546)

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable. Applications must be submitted **electronically** preferably as one PDF document to recruitment@george.gov.za. Application forms can be obtained from the Municipal website, www.george.gov.za and must reach the Human Resource Department on or before **[30 JUNE 2023]** at 12:00pm. **Applicants must clearly state the reference number and position title in the subject line of the email.**

Only electronic applications will be accepted.

Disqualification:

Please note that the following will lead to disqualification:

- 1. Non-submission of copies of academic qualifications/records.**
- 1. Canvassing of Councillors.**
- 2. Submission of fraudulent qualifications and/ or documents.**

NB: Please note that shortlisted candidates will be subjected to a vetting process. By applying for this position, candidates agree to background checks being performed. The Municipality reserves the right not to make an appointment.

Should you not hear from us within 30 days of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance management and disclosure of benefits and interest.

CLOSING DATE: [30 JUNE 2023]

SIJIKELIZISWA NGAPHANDLE

ICANDELO LOLAWULO: UKUHLALISWA KOLUNTU, UCWANGCISO & NOPHULISO KUNYE

NOLAWULO LWEPROPATI

IGAMA LESIKHUNDLA: UMQUQUZELELI OPHEZULU WE- PMS

UKUQESHA NGOKUSISIGXINA

WC0442321

IDP/PMS 05/2023 2321

Umvuzo : R 375 600 – R 487 584 ngonyaka T12 (ngokuxhomekeke kwiziphumo zikaTask)

Iinzuzo ezongezelelweyo zeNkonzo Uncedo lonyango, Umhlala phantsi, Isibonelelo seZindlu/sokuQesha (ngokuxhomekeke kwiimfuneko ezimiselweyo), Itshekhi ye-13 kunye ne-Inshurensi yoBomi beQela.

IIMFUNeko EZINCINANE:

- Isiqinisekiso semfundo ephakamileyo seminyaka emi-3 kukhethwa ezinezifundo okanye ubungcali kuLawulo lukaRhulumente okanye uLawulo lokuSebenza okanye uLawulo lweProjekthi okanye isiDanga se-B okanye i-B Tech
- Ulwazi lwekhompyutha: MS Office
- 5-8 iminyaka yamava afanelekileyo
- Ikhowudi B yephepha- mvume lokuqhuba elisemthethweni
- Ukukwazi ukufunda, ukubhala kunye nokuqonda ubuncinane iilwimi ezimbini zaseNtshona-Koloni

IIMFUNeko EZIKHETHWAYO:

- Ukwazi ukuqulunqa iingxelo zekota nezonyaka.
- Ulwazi lolawulo lukaRhulumente nokuqonda imisebenzi yoorhulumente basekhaya
- Ulwazi kunye nokuqonda iinqobo zoLawulo lweQumrhu (Iingxelo zikaKing zoku-I, II kunye neyesi-III ingxelo).
- Ulwazi lweenqobo zeBatho Pele
- Ulwazi ngoMthetho weNkqubo zikaMasipala kunye noMthetho woLawulo lweMali kaMasipala.

UBUCHULE:

- Ulwazi loMbutsho / Impembelelo zopolitiko, Ukulinganisela ulwazi kunye nokuBeka iliso, ukuCwangcisa nokuLungiselela, ukuNgamela nokunika ingxelo
- Ulawulo lweprojekthi, Ulawulo loLwazi, Ukuqhelaniswa nokuhlanikizela kweenkonzo, Ubudlelwane phakathi kwabantu, Ukuqhelaniswa nabaXumi kunye nokugxila kubathengi, Unxibelelwano
- Ukuqhelaniswa nenyathelo, Ukomelela, Ukulungela inguqu, Ukuqhelaniswa nokufunda, Ukusombulula iNgxaki, uXanduva lokuphendula nemigaqo yokuziphatha ngokusesikweni.
- Isakhono soBuchule nobuNkokheli, Impembelelo nefuthe, ukuqeqesha kunye nokuthantamisa, Ukuqhelaniswa neQela

IINDAWO EZINGUNDOQO ZOKUSEBENZA:

- Qinisekisa ukuba umsebenzi wePMS uhambelana kunye kwaye uxhasa iinjongo zobuchule zikaMasipala.
- Lungelelanisa uphuhliso lweenkqubo zokusebenza ezisemgangathweni lwazo zonke izalathisi zeNqanaba eliPhezulu leSDBIP.
- Ukuqinisekisa ukuthotyelwa kwemigaqo yolawulo phakathi kwiCandelo lePMS.
- Ukuqinisekisa ukuba uMasipala uphuhlisa kwaye anike ingxelo ngeenjongo ezinokulinganiswa ezingqinisisiweyo kwangaphambili (PDOs) ezinxulumene neSicwangciso soPhuhliso esiManyiweyo sikaMasipala (IDP), kunye nokuqinisekisa ukuba uMasipala uyayithobela imimiselo yomthetho

osebenzayo, imimiselo kunye neesetyhula ezikhutshwe nguNondyabo wePhondo noweSizwe, iSebe likaRhulumente waseKhaya kunye noMphicothi-zincwadi Jikelele (AG) waseMzantsi Afrika.

- Qinisekisa ukuba uMasipala uphuhlisa kwaye anike ingxelo ngeenjongo ezinokulinganiswa ezingqinisisiweyo kwangaphambili ezidityaniswe kwiSDBIP KPIs yaBaphathi abakwiNqanaba eliPhezulu bakaMasipala, kunye nokuqinisekisa ukuba iKPI ziyilelwa kwizivumelwano zolawulo lomsebenzi ngamnye.
- Ukuqinisekisa ukuba uMasipala unika ingxelo rhoqo ngolwazi lolawulo lwentsebenzo olunxulumene neenjongo ze-IDP.
- Ukuqinisekisa ukuba uMasipala uhlala ebeka iliso kwaye anike ingxelo nge-KPI's zakhe ezinxulumene neenjongo zakhe ezimiswe kwangaphambili njengoko ziqulathwe kwisikhokelo sowiso-mthetho sikarhulumente wasekhaya. Ukuqinisekisa ngakumbi ukuba ulwazi ngokusebenza lungeniswa kwamanye amasebe karhulumente afanelekileyo ngokukhokelwa nguMthetho wokuPhathwa kweMali kaMasipala (MFMA), uMthetho weNkqubo zikaMasipala (MSA) kunye nemimiselo efanelekileyo kunye neesetyhula.
- Ukulungelelaniswa kwengxelo ecwangcisiweyo kumanye amacandelo karhulumente. Oku kwenziwa ngokuqhelekileyo ngokuzaliswa kwephepha lemibuzo, ithemphoyithi kunye neengxelo eziceliweyo. Umgqatswa kweso sithuba kumele aqinisekise ukuba ulwazi oluyimfuneko luyanikezelwa kwaye alujonge ukuqinisekisa ukuba luchanekile.
- Ukuququzelela nokuqulunqa inkqubo yeNgxelo yoNyaka.
- Qinisekisa ukuba umsebenzi wolawulo wenkqubo yolawulo lwentsebenzo ye-elektroniki ulawulwa ngokufanelekileyo.
- Qinisekisa ukuba iYunithi yoLawulo lweNtsebenzo (yoMbutso) ihlala ikwimeko yangoku yezemfundo kunye neendlela zokusebenza ezigqwesileyo.
- Qinisekisa ukuba amaxwebhu afakwe ngokufanelekileyo efayilini kwaye agciniwe, ukuququzelela ulwazi kunye nokusasazwa kolwazi.
- Ukuqinisekisa ukuba amanye amasebe karhulumenteancedwa ngendlela eyakhayo nguMasipala ukusasaza nokuqokelela ulwazi olubalulekileyo ekuyileni (amanye amasebe karhulumente) iingxelo zawo zekota kunye nezonyaka (iNgxelo yeMSA 46).
- Ukuqinisekisa ukuba inkxaso iyabonelelwa ngeenkqubo ezinxulumene neSicwangciso soPhuhliso esiManyiweyo.
- Ukuqinisekisa ukuba abasebenzi abanikwe umsebenzi wokuncedisa uMququzeleli wePMS ekwenzeni imisebenzi yakhe bayalawulwa kwaye babekwe esweni.

IMIQATHANGO EYODWA EQHOTYOSHELWE KWISIKHUNDLA

- Kufuneka ukulungele ukusebenza ixesha elongezelelekileyo
- Ukusebenza ngokwemihla ebekiweyo engqongqo ephikisanayo.
- Kufuneka uncedise ngophuhliso lweSicwangciso soPhuhliso esiManyiweyo sikaMasipala.
- Ukuncedisa kuvavanyo lweemfuno zoLuNtu.
- Izakhono zokubhala kakuhle, ulawulo, ukunxibelelana kunye nokusebenzisana nabantu
- Ulwazi olunxulumene noMthetho.

IMIBUZO: NKSZN. WHITNEY PRINS (044 801 9546)

Abafaki -zicelo kufuneka bangenise ifomu yesicelo esemthethweni egcwaliswe onke amacandelo kunye neCV ebanzi, iikopi eziqinisekisiweyo (ezingekho ngaphezu kweenyanga ezi-6 ubudala) zeziqinisekiso zemfundo, isazisi, kunye nephepha- mvume lokuqhuba, ukuba kufanelekile. Izicelo kufuneka zingeniswe **ngokufakwa kwikhompyutha** kusetyenziswa i-intanethi ngokukhethekileyo njengoxwebhu olunye lwePDF kwa-recruitment@george.gov.za. Iifomu zezicelo zingafunyanwa kwiwebhusayithi kaMasipala, www.george.gov.za kwaye kumele zifikelele kwiSebe lezaBasebenzi ngomhla okanye phambi komhla 30 eyeSilimela 2023 ngeye-12:00 emini. **Abafaki-zicelo kumele bachaze ngokucacileyo inombolo yereferensi kunye negama lesikhundla kumgca wesihloko se-imeyili.**

IMIBUZO: NKSZN. WHITNEY PRINS (044 801 9546)

Zizicelo ezifakwe ngekhompyutha kusetyenziswa i-intanethi kuphela eziya kwamkelwa.

Ukuthintelwa:

Nceda uqaphele ukuba oku kulandelayo kuya kukhokelela ekuthintelweni

- 1. Ukungangeniwa kweekopi zeziqinisekiso zemfundo/ iirekhodi.**
- 2. Ukurhwetyeshwa kooCeba.**
- 3. Ukungeniswa kweziqinisekiso zobuqhophololo kunye/okanye amaxwebhu**

QAPHELA: Nceda uqaphele ukuba abagqatswa abafakwe kuluhlu olufutshane baya kufakwa kwinkqubo yohlolo nophononongo lwemvelaphi. Ngokungenisa isicelo sesi sikhundla, abagqatswa bayavuma ukuba kwenziwe uphononongo lwemvelaphi

UMasipala ugcine ilungelo lokungaqeshi.

Ukuba awukhange uve kuthi phakathi kweentsuku ezingama-30 zomhla wokuvala, nceda uthathe ngokuba isicelo sakho asiphumelelanga.

UMasipala waseGeorge ngumqeshi onamathuba alinganayo ohambelananomthetho-siseko wenkqubo yokukhawulelana nabo babengenamalungelo ngaphambili kunye noLungelelwaniso kwiNgqesho. Ukhetho luya kunikezelwa kubafaki-zicelo abasuka kumaqela anyuliweyo/angamelwanga ngokwaneleyo

Ukuqeshwa kuya kuxhomekeka kwimfuneko yokusayinwa kwemvumelwano yengqesho kwaye, apho kufanelekileyo, isivumelwano sentsebenzo kunye nokubhengezwa kweenzuzo kunye nenzala.

UMHLA WOKUVALWA [30 eyeSilimela 2023]