



**EXTERNAL /INTERNAL ADVERTISEMENT  
MUNICIPAL MANAGERS OFFICE**

Applications are hereby invited from suitably qualified and experienced persons for the following vacant position:

**POST: IDP COORDINATOR**

**SALARY TK: 11**

**SALARY SCALE: R312 360 – R405 504**

**QUALIFICATION, SKILLS AND EXPERIENCE REQUIRED**

- Grade 12
- Diploma in Public Administration
- Code EB Driver's License
- Computer literacy
- Knowledge of the Local Government Sector and applicable legislation
- Planning and organising skills
- Good analytical and negotiation skills
- People leadership and management skills
- Report writing skills
- Sound administrative skills
- Good verbal and written communication skills
- Good interpersonal skills
- 3 years experience in local government environment

**CORE RESPONSIBILITIES**

**PLANNING AND REVIEW**

Coordinates key requirements associated with the formulation and/ or review of the Integrated Development Plan by:

- Interpreting the Municipality's service delivery objectives and requirements stipulated in legislation directing the planning, drafting, adoption and review phases.
- Presenting action plans of IDP interventions through the implementation and monitoring of the Integrated Development Plan necessary to achieve acceptable levels and standards of service delivery to the relevant stakeholders for consideration and inclusion into the Municipality's short/ medium-term performance and service delivery plans.
- Coordinating the development of the IDP Review Framework Plan through consultation with the District Municipality, and interacting with other Local Municipalities on the scope of specific IDP alignment applications and preparing submissions/ reports to specific Portfolio Committees for perusal and discussion.
- Coordinating and scrutinizing feasibility studies and advising on processes and provisioning requirements with respect to prioritization, budgeting and/ or preparation of SDBIPs.
- Interacting with the local community structures and setting up consultative processes to foster understanding of local level development needs and priorities and, clarify the organization's role and process.
- Examining the applicability of the Local Planning process to the agreed framework for Integrated Development Planning in the area.
- Assessing and identifying sources of funding to support program/ project roll out.
- Interacting with functional managers/ supervisors and making available information on the system and/ or explanations on application.
- Participating in the determination of functional objectives with due consideration given to the organizational vision and mission and goals encompassed in the Integrated Developmental Plan.
- Analyzing information pertaining to functional responsibilities and role boundaries elicited through interviews and establishing and advising on Key Performance Area's, Indicators and Action Plans.

## **MONITORING OUTCOMES**

Coordinates and evaluates the organization performance against specific objectives and deliverables encapsulated in the Integrated Development Plan by:

- Monitoring progress with respect to identified and approved projects against specific key performance indicators and measures.
- Establishing reasons for deviations or constraints impacting critical outcomes.
- Mapping and seeking approval on alternatives and/ or solutions to address alignment to community priorities and statutory requirements in terms of the Integrated Development Plan.

## **COMMUNICATION AND REPORTING**

Disseminates functional and operational information on the immediate, short and long-term objectives and, current developments, problems and constraints by:

- Coordinating the implementation of IDP communication mediums to serve as avenues to facilitate transfer of functional information and receive comment, opinions and complaints.
- Facilitating and conducting the Alignment Workshop for Mayors, Councilors responsible for planning, Senior Managers, Traditional Leaders and Government departments to discuss and agree on matters requiring IDP alignment and processes to be followed through the development and approval of an IDP framework.
- Facilitating of IDP training initiatives (IDP processes and roles) for Councilors and Municipal Officials through identifying training needs and sourcing suitable and accredited institutions or service providers.
- Coordinating the collection of socio-economic data through consultation with research institutions, district municipality and government departments, and updating and compiling a socio-economic profile report.
- Participating in various meetings (council, internal and external forums) and provides comments/ opinions on matters affecting or concerning the functionality.
- Responding, through the collection of factual information and/ or conducting the necessary investigation/ research, to enquiries and concerns on service delivery from the general public, councilors, government departments, etc.
- Collaborating with external departments/ agencies on specific issues pertaining to the formulation, drafting and implementation of the Integrated Development Plan.

## **INFORMATION MANAGEMENT AND REPORTS**

Attends to the administrative recording, reporting and recordkeeping requirements/ procedures by:

- Preparing investigational and procedural reports and summaries detailing functional progress and/ or outcomes for submission to the Manager for consideration and inclusion in specific Committee Agendas.
- Compiling notices, agendas and minutes of functional meetings and attending to the circulation.
- Updating system information databases with specific project and/ or qualitative and quantitative information on Integrated Development Projects and opportunities, extracting reports and information for dissemination.
- Formulating responses to correspondence and enquires from the general public, Councilors and Officials, referring to policies and resolutions of Council.
- Maintaining records of work in progress, notices and correspondence, updating, filing and/ or removing obsolete records and, retrieving information for reference.

All applicants must complete the official Dr Beyers Naude Local Municipal application form which must be accompanied by a detailed curriculum vitae plus certified copies of all qualifications not older than two months and at least two recent testimonials which must reach the Human Resources Officer, (Mrs.H.C.Wessels) at the following addresses: Dr Beyers Naude Local Municipality, P.O. Box 71, Graaff-Reinet, 6280, Email: [wesselsh@bnlm.gov.za](mailto:wesselsh@bnlm.gov.za) / [recruitment@bnlm.gov.za](mailto:recruitment@bnlm.gov.za) not later than **Monday, 5 August 2024**. Late, applications will not be considered. The municipality is committed to the provisions of the Employment Equity Act in its Recruitment/Employment policies. Applicants who have not been contacted within six weeks from the closing date of the advert should consider themselves unsuccessful, applicants should also consider themselves unsuccessful when not contacted six weeks after the interviews. Canvassing of councillors or officials in respect of the position will lead to the disqualification of the applicant. Council reserves the right to fill or not to fill the vacancy.

**DR E.M. RANKWANA**  
**MUNICIPAL MANAGER**

**P.O. Box 71**  
**Graaff-Reinet**  
**Tel: 049 8075700**

**NOTICE :186/2024**