



## ADVERTISEMENT

FEZILE DABI DISTRICT MUNICIPALITY

NOTICE NO: FDDM - 043-2019/20

Applications are invited from suitably qualified persons to apply for the under mentioned position based at Fezile Dabi District Municipality. Council is committed to the policy of Affirmative Action and any appointment that would ensure equity and representivity shall be given preference.

### 1. IDP CO- ORDINATOR (6 MONTHS TEMPORARY APPOINTMENT)

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

REMUNERATION: R 34 588.00 per month

#### REQUIREMENTS:

- Bachelor's Degree in Public Administration/ Management Science and Developmental Studies/ Planning or equivalent qualification
- 2-3 years' experience in Local Government level
- Sound knowledge and understanding of local , Provincial and National departments in relation to IDP coordination
- Planning and good interpersonal skills, negotiation skills, conceptual and analytical skills
- Excellent communication and report writing skills
- Ability to work under pressure
- Extensive knowledge and understanding of local government-related legislations
- Computer literacy
- A valid driver's license

#### RESPONSIBILITIES:

- Collect status quo information from relevant departments and other sources to form part of a baseline for future planning
- Coordinate the District IDP Forum, IDP Steering Committee, IDP representative forums where sector departments together with the district municipalities meet and ensure that the IDP is aligned and integrated to sector and local plans
- Prepare stakeholder consultation schedule, coordinate the sessions, and ensure the relevant documents for consultation are in place
- Develop and review an Integrated Development Plan

- Develop IDP framework and Process Plan
- Liaise with municipal departments continuously to ensure that all activities and operations are aligned to the IDP
- Alignment of Council activities to Provincial Growth and Development Strategy(PGDS) and National Development Plan
- Develop, strengthen and maintain relationship with relevant role players and other implementing agents

#### DIRECTIONS TO CANDIDATES:

1. Application letter, together with a comprehensive CV and certified copies of qualifications, can be directed to: **The Municipal Manager, Fezile Dabi District Municipality, John Vorster Road, PO Box 10, Sasolburg, 1947.**
2. Candidates must be prepared to be subjected to security clearance.
3. Canvassing will automatically disqualify a candidate.
4. Faxed or e-mailed applications will be accepted.
5. Late applications will not be accepted.
6. Enquiries should be directed to **Ms. Diabo Mamphitha (Manager in the Office of the Municipal Manager): Tel 016 970 8600.**
7. Should you not receive any response within 2 months after the closing date consider your application unsuccessful.
8. The Municipality reserves the right to make no appointment.

CLOSING DATE: 18 MARCH 2020

L MOLIBELI  
MUNICIPAL MANAGER

