



# ADVERTISEMENT

**FEZILE DABI DISTRICT MUNICIPALITY**

**VAC NO: FDDM003/2024-25**

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. VACANCY: MANAGER MONITORING AND EVALUATION**

**DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER**

**TERM OF APPOINTMENT: PERMANENT**

**PLACE OF WORK: FEZILE DABI DISTRICT MUNICIPALITY (SASOLBURG)  
FREE STATE**

**POST LEVEL: 1 OF GRADE 11 MUNICIPALITY**

**SALARY SCALE: R 891 576.00 p.a (excluding benefits)**

### **Minimum Prescribed Education**

Grade 12 • A three year Degree in Public Management and Administration or related field • Knowledge and understanding of local government decision-making, planning, policies and priorities. • Knowledge of relevant and applicable Legislations and National Treasury Frameworks. • Knowledge of document management, tracking and retrieving of information relevant and applicable Legislations • Valid Code 08 Drivers License

### **Minimum Prescribed Experience**

5 years' experience in monitoring and evaluation preferably in local government

### **Key Responsibilities**

- Provide support to the Municipal Manager: Strategic Portfolios in developing strategic and operational leadership in the design, development, implementation and communication of Performance Management Framework in the municipality;
- Oversee and manages all activities related to the performance management cycle and manages all communication, sensitization and monitoring of the process to ensure its effectiveness and relevance to the business;
- Work in liaison with key stakeholders to establish and support the link between strategic business objectives and people's day-to-day actions and tasks by implementing a process for tracking progression from goal setting, mid-year reviews and end of year evaluations to support individual, team and organisational performance;
- Develop and communicate the strategic vision, scope, priorities, processes, systems and tools of the performance management unit;
- Monitor performance in the Service Delivery Budget, Implementation Plan and the general performance quarterly

reports •Manage the development of reports on the impact of the municipality's projects, strategies and policies •Provide monitoring and evaluation expertise to local municipalities on issues related to the monitoring and evaluation function • Convene Monitoring and Evaluation related forums and the development of related reports

### **Prescribed Competency Requirements**

Time Management: Efficiently handle multiple tasks and deadlines. •Problem-solving • Computer Literacy •Negotiation: Engage in discussions with other departments and external partners • Communication skills, • Attention to detail, • Project Management, • Interpersonal Relationship, • Action and outcome orientated, •Planning and organising, • Ethics and Professionalism

### **Inherent Job Requirements**

• Knowledge of Local Government related legislation

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### **Please note:**

1. Duly completed applications must be submitted on the prescribed application form (Annexure B) of the Local Government Municipal Staff Regulations, obtainable from the Fezile Dabi District Municipality Offices and website [www.feziledabi.gov.za](http://www.feziledabi.gov.za) . No Applications will be considered if it is not on the Official Application Form .The detailed CVs must be attached to the application form together with certified copies of qualifications including ID and Driver's License (not older than 3 months) to be hand delivered or emailed to: **Mr. S Thomas, Municipal Manager, Fezile Dabi District Municipality, John Vorster Road, Sasolburg, 1947; [fddmvacancies@feziledabi.gov.za](mailto:fddmvacancies@feziledabi.gov.za)** - For hand deliveries there is tender box please drop your applications there
2. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof;
3. Incomplete and late applications will not be considered. Canvassing will automatically disqualify a candidate.
4. The applicant gives consent that their personal information may be accessed for verification purposes in adherence to the POPI Act (include signed consent letter)
5. The shortlisted candidates will be subjected to, qualification verification, reference check, and criminal records check
6. Candidate should note that some of the above-mentioned competencies may at discretion of the Council be formally assessed as part of the selection process
7. The incumbent will be required to sign an employment contract before commencement of duty, a performance agreement (within 60 days after completion of three (3) months' probation period) and disclosure of financial interest within 60 days of appointment.
8. Enquiries can be directed to Human Resource Unit (**Ms. M Matroos**): [enquiries@feziledabi.gov.za](mailto:enquiries@feziledabi.gov.za)
9. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within three (3)

months of the closing date of the advertisement, please consider your application unsuccessful; once post is filled applications will be disposed of within a period of one (1) year.

10. A person who fails to complete the prescribed application will not be considered.
11. The municipality subscribes and promotes the principles of employment equity and affirmative action.
12. The Municipal Council reserves a right not to make an appointment if in its view, no suitable candidate could be found.

**CLOSING DATE: 27 SEPTEMBER 2024**



**Mr. S THOMAS  
MUNICIPAL MANAGER**