

LAINGSBURG MUNICIPALITY

NOTICE NO: 12/2020

IDP/LED CO-ORDINATOR

Salary Scale: T12 (R 289 200 – R333 444)



Job Purpose: Responsible for the Planning, preparation and implementation of the IDP and other functions relating to the IDP's of the Local Municipalities.

To manage the Integrated Development Planning process as prescribed by die Municipal Systems Act and structure administration, budgeting and planning process to give priority to the basic Municipal area.

Requirements: Diploma in Public Management, Town/Urban and Regional Planning, Development or relevant Studies or Experience relevant to the post as contemplated in the National Qualifications Framework (NQF) Act 67 of 2008; Facilitation and presentation skills; Project Management skills; Good interpersonal and communication skills; Code B driver's license; Be able to work independently; Computer literate (MS Suite); Communication skills in Afrikaans and English; Good people, writing and calculation skills; Managerial, negotiations, dispute resolutions and negotiating skills, Financial & project Management skills, Ability to effectively and efficiently function under pressure. Knowledge of relevant legislation, International procurement policies, grant funding procedures in Local Government, 3 (three) years relevant experience in Local Government.

Key duties:

- Manage the Integrated Development process to ensure that objective in terms of the IDP are met
- Associated Public participation process and the drafting of the IDP
- Provide guidelines and Information on the Performance Management Systems
- Responsible for the public participation interventions and stakeholder engagements
- Manage the communication and marketing process to give effect to legislative requirements on issues which are strategic in nature
- Ensure recordkeeping and reporting procedures are compiled within accordance with quality assurance control requirements
- Presenting information on the Performance Management System capabilities, measured and outcomes
- Co-ordinate the drafting, adoption and implementation process of an Organizational Performance Management System, SDBIP and Special Programs.
- Provide strategic direction with regards to Local Economic Development
- Develop and review of LED strategy in co-operation with all Stakeholders in the private sector and Government.
- Ensure the incorporation of LED strategy throughout Municipal Planning
- Investigate and attract new investment into the towns under the Municipal Jurisdiction.

Applications in CV format and on the Council's application form must reach the undersigned on/or before 6 March 2020.

Applications without certified copies or qualifications and driver's license would not be considered. Applicants who wish to use the experience instead of qualification should provide a comprehensive list of their experience and references. For enquiries, please contact the Manager, Corporate Services, Ms Noeline Gouws as (023) 5511 019. **No fax or emailed applications will be considered. If no correspondence received from this office after 60 days, please accept that your application were unsuccessful. The Laingsburg Municipal Council reserves the right not to make an appointment.**


JOHN X. KOMANISI
ACTING MUNICIPAL MANAGER
17 February 2020

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