

**LAINGSBURG MUNICIPALITY**  
**NOTICE 60/2019**



**MANAGER: STRATEGIC SERVICES**  
**TASK LEVEL 15 SALARY: R 422 652 – R 548 640 p.a.**  
**ALLOWANCES: VEHICLE ALLOWANCE, PENSION FUND & MEDICAL AID**

**Job Purpose:** To manage the Integrated Development Planning Process as prescribed by the Municipal Systems Act and structure administration, budgeting and planning process to give priority to the basic needs of the community and to promote the social and economic development of the Laingsburg Municipal area; as well as provide a professional consulting/advisory services as a localized level in respect to the implementation of an effective Performance Management System capable of objectively and accurately establishing and measuring accomplishments and outcomes against key performance areas and indicators enabling Municipalities to align or adjust forward plans and execute agreed action plans that adequately addresses immediate, shorter and longer term service delivery priorities.

**Duties:** Manage the Integrated Development Planning process, associated public participation process and the drafting of the IDP; Provides 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; Manage and coordinate the activities of staff who are from time to time assigned to Communication and IDP Projects; Ensure recordkeeping and reporting procedures are complied with in accordance with quality control requirements; Presenting information on the Performance Management System capabilities, measures and outcomes; Manage and coordinate the drafting, adoption and implementation process of an Organizational Performance Management System, SDBIP, and Special Programmes.

**Requirements:** B degree or equivalent in Public Management, Town/Urban and Regional Planning or Development or relevant Studies; 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;

**Experience:** 5 years relevant experience of which 3 years must have been in a management/middle-management position.

To apply in assured confidence, please send your Application form, CV, certified copies of qualifications and covering letter (including details of at least 3 contactable referees and the relevant reference number) to The Municipal Manager, Laingsburg Municipality, Private Bag X4, Laingsburg, 6900.

\*Applications must be clearly marked: "Manager: Strategic Services"\*

For enquiries contact the Human Resource Office – Mrs Kay Mokgobo at 023 55 11 019.

All applications should reach us by **2 August 2019**

.....  
**PA WILLIAMS**  
**MUNICIPAL MANAGER**

**15 July 2019**

**Municipal Offices**  
**Private Bag X 4**  
**LAINGSBURG**  
**Tel: (023) 55 11019**