

**NEWCASTLE MUNICIPALITY**

**VACANCIES**

The following vacancy exist in the department as mentioned hereunder:-

**OFFICE OF THE MUNICIPAL MANAGER**

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| Position | **Performance Management Officer : Post ID – SG25** |
| Remuneration | **R375 294,48 per annum (Task Grade 12)** |
| Qualifications | * Matric (Grade 12) * National Diploma or Degree in Public, Local Government Administration, Human Resources Management or other related qualification * Valid driver’s license |
| Experience | * 3 Years’ relevant experience |
| Responsibilities | **SPECIFIC ADMINISTRATIVE FUNCTIONS**  **Performs specific tasks/activities associated with the provision of a PMS administrative service to the IDP/PMS Manager, by :**   * Arranging and scheduling meetings with internal/external departments, professionals, contractors, etc. and preparing/ circulating notifications and agendas * Recording details of discussions/actions at meetings and preparing draft minutes for perusal and confirmation by IDP manager prior to circulation * Attending to the filing of confidential/general PMS documentation and handling correspondence, removing and/or inserting copies in specific files and/or controlling and updating coding/indexing sequences to facilitate accessibility to information * Typing of all PMS correspondence including, but not limited to, memorandums, letters, notices, reports, minutes, etc. * Assisting the IDP Manager with the electronic consolidation of PMS inputs aligned to IDP strategies * Assist the IDP Manager during the compilation of reports when necessary   In order to ensure that there is an accurate record of all PMS activities and also to ensure that there is a consistent flow of information between the PMS office and the public by ensuring that correspondence is prepared in an accurate and consistent manner, and that records are available in the same manner for perusal when required  **COMMUNICATING ORGANISATIONAL PERFORMANCE**  **Co-ordinates processes necessary to facilitate the communication of performance management issues throughout the municipality, by :**   * Sustaining and/or building relationships with key stakeholders through interaction and provision of information on issues pertaining to performance management issues * Interacting with external and internal organisations, community other stakeholders to facilitate consultation in line with the PMS framework and council policies * Maintaining adequate structures in place to liaise with relevant role-players and assisting in the annual review of PMS in a manner that aligns to the IDP and budget processes * Assisting and consulting the PRO in facilitation of public meetings to address PMS related issues   In order to ensure that stakeholders in the PMS process are kept up-to-date on issues of organisational and departmental performance and to provide a platform for stakeholders for feedback on PMS issues  **CAPACITY BUILDING**  **Implement capacity building interventions associated with the performance management systems of the municipality, by :**   * Supporting and advising the IDP/PMS Manager on the implementation of identified capacity building initiatives * Developing and implementing capacity building interventions aimed at transferring skills to municipal employees and creating awareness of performance management system * Developing and maintaining capacity building mechanisms to facilitate continuous awareness of PMS activities and processes * Empowering local communities by means of providing skills training to improve their understanding of municipal performance management systems, and create awareness of their role in monitoring organisational performance   In order to ensure that municipal staff is adequately skilled and enabled to understand the principles of performance management and in order to ensure that there is awareness of PMS in the local community and they understand their role in improving the overall performance of the municipality  **MANAGEMENT FUNCTIONS**  **REPORTING AND MONITORING**  **Co-ordinates specific administrative and reporting requirements associated operational key performance and result indicators, by :**   * Preparing status reports referring to statistical data and qualitative information related to the execution of PMS key deliverables * Generating performance reports for submission to Exco and other relevant authorities in accordance with legislative and policy requirements * Assisting the IDP/PMS Manager in the preparation of the annual performance report * Assisting to investigate, commission and maintain a PMS IT solution for the municipality * Assist the IDP/PMS Manager in facilitating the review of the PMS against the IDP and budget * Preparing and forwarding responses to PMS queries and/or reports, undertaking research on PMS related issues and making recommendations as appropriate in consultation with the IDP/PMS Manager * Assisting the IDP/PMS Manager and facilitating baseline investigations/verifications * Assist the IDP/PMS Manager in managing service providers   In order to ensure administrative procedures dictating reporting requirements with respect to the functions/activities of the PMS functionality are complied with |

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**Detailed CV’s can be placed in the box with the Security : Rates Hall, Tower Block, 1st Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For full details on these vacancies go to** [**www.newcastle.gov.za**](http://www.newcastle.gov.za)**. For further information you may contact the Acting Municipal Manager : Mr Vish Govender, at 034 – 328 7750.**

* Canvassing for appointment will automatically disqualify an applicant.
* If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
* The Directorate : Human Resources will not accept responsibility for information not mentioned in applications.
* **NO** late applications will be accepted.
* **NO** e-mails or faxes will be accepted.
* The Directorate : Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.
* All applicants may be required to undergo a proficiency test.
* **NO** applications shall be considered without certified copies of the original documents of qualifications.
* The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representatively through the process of affirmative action.
* It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers

and references will be contacted. Verifications will be done on his / her qualifications, criminal and credit records.

* Applicants must have no criminal record or pending criminal/departmental or civil cases. The candidate will be

required to disclose all financial interest and will be subjected to competency assessment.

* Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
* Applicants should be a South African citizen or permanent resident.
* **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.

**CLOSING DATE : 6 AUGUST 2021**