



**ILEMBE DISTRICT MUNICIPALITY
CORPORATE GOVERNANCE DEPARTMENT
OFFICE OF THE MUNICIPAL MANAGER**

**MANAGER: PERFORMANCE MANAGEMENT SYSTEM
Five Year fixed Term Contract
SALARY NEGOTIABLE**

REQUIREMENTS:

- B Degree or National Diploma in Behavioral Science / Administration or equivalent qualification
- Minimum of five years (5) relevant experience in the PMS environment
- Sound knowledge and understanding of Local Government and the Integrated Development Programme
- Code EB Drivers Licence
- Computer Literacy essential

DUTIES:

- Responsible for the development and implementation of the PMS policies and procedures
- Develop individual and organisational PMS
- Research PMS trends and formulate a municipal strategy
- Link PMS and ensure the successful implementation of IDP
- Compile SDBIP and ensure proper implementation thereof
- Manage the resources within PMS unit

SKILLS:

- People and Performance Management Skills
- Persistent and able to deal with pressure
- Excellent communication Skills and ability to communicate at all levels
- Ability to work in a team environment

Kindly forward your application letter together with your detailed Curriculum Vitae and certified copies of your qualifications, ID and valid drivers licence to:
The Municipal Manager: iLembe District Municipality, P O Box 1788, KwaDukuza, 4450
or hand deliver at 59/61 Mahatma Gandhi Street, KwaDukuza.

All enquiries are to be directed to the **Manager HR, Ms Xolie Ngiba on (032) 437 9348/9524**. The closing date for the submission is **29 April 2011 @ 16h00**. **Please note:** Incomplete, faxed and emailed applications and applications received after closing date **WILL NOT** be considered. Should you not be contacted by this office within three (3) months of the closing date, kindly consider that your application was not successful.

**MD NEWTON
MUNICIPAL MANAGER**