



Internal and Local Advertisement

The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the position of:

Post : OPMS Clerks X 1
Directorate : Municipal Manager
Remuneration : R173 713.72
Centre : PMS Unit

RESPONSIBILITIES

- Collect performance evidence
- Align performance evidence to reported information
- Type and circulate information
- Receive and Dispatch performance files
- Work on the departmental performance expenditure report
- Perform organizational performance admin work
- Capture performance scores for organizational assessments

REQUIREMENTS

- National Diploma/ Degree in Internal Audi, Human Resources Management, Development Studies or equivalent.
- A minimum of 1-2 years' experience in strategic performance management, preferably in local government.
- Knowledge of strategic planning and management. Knowledge of local government and its legislative framework.
- Computer literacy, specifically in excel and PowerPoint and ability to work under pressure. Understanding PMS legislations.

Internal and External Advertisement

The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the position of:

Post : PMS Officer (Organizational)
Directorate : Municipal Manager
Remuneration : R341 870.27
Centre : Head Office

RESPONSIBILITIES

- Plan for and monitor the implementation of all processes of the Organizational Performance Management System.
- Coordination of the alignment of the departmental programmes and projects with the strategy of the Municipality.
- Compilation and reviewal of the SDBIP of the Municipality.
- Develop Performance Agreements of the Municipal Manager and the Section 56 Managers.
- Performance Monitoring and Evaluation
- Monitor departmental compliance on PMS regulations
- Prepare and Coordination the sittings of PMS task Teams.

- Conduct organizational performance surveys

REQUIREMENTS

- Degree in auditing, Development studies or equivalent.
- Post-graduate qualification will be an added advantage
- A minimum of 3 years' experience in strategic performance management, preferably in local government.
- Knowledge of strategic planning and management
- Knowledge of local government and its legislative frame work
- Experience in the field of auditing of pre-determined objective will be an added advantage
- Computer literacy ,specifically in excel and a valid driver's license

Application forms can be accessed from our website: www.bushbuckridge.gov.za or collected from Head Office (Bushbuckridge), including all our eleven (11) Regional Offices.

Interested candidates meeting the above requirements are invited to forward their comprehensive CVs, certified copies of Identity Document and qualifications to the following address

Municipal Manager
Bushbuckridge Local Municipality
Private Bag X 9308
BUSHBUCKRIDGE
1280

OR

Hand delivery 55(Registry)
R533 Graskop Road
Bushbuckridge 1280

NB If you are not contacted within six weeks after the closing date, consider your application as being unsuccessful.

Closing date: 29 September 2017

BLM COMMUNICATIONS