



BEAUFORT WEST
MUNICIPALITY * UMASIPALA * MUNISIPALITEIT

RE-ADVERTISEMENT

NOTICE NR: 48/2025

REF NR: 48/2025 - WC0530572- MUN 9
COORDINATOR: INTEGRATED DEVELOPMENT PLAN
DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

Salary: T12 - 30,750.03

(R369,000.31 - R478,982.86) per annum

PLUS BENEFITS

Job Purpose:

To manage key applications and procedures associated with the identification, implementation, monitoring and reporting of the effectiveness of Development Services i.e. IDP function, initiatives, programmes and projects in creating a conducive environment for entrepreneurs and, committing and capacitating citizens, community based organizations, business and other interest groups towards achieving sustainable ways to meet social, economic and material needs and improve quality of life.

Requirements:

A relevant 3 year tertiary qualification preferably with courses or specialisation in Public Administration or Performance Management or Project Management or B Degree or B Tech; and • Computer literacy: MS Office.

Experience: 5 - 8 years relevant experience required.

Added Advantage: A valid Code B Drivers' Licence

Skills Required:

**Knowledge of legal & administrative services and processes **Code B Driver's license **Proficiency in at least 2 of the official languages of the W. Cape **Good management, human relations, interpersonal and communication skills **Change Management **Project Management, Planning & Organisation **Knowledge Management **Service delivery innovation **Problem Solving **High level of responsibility **Ability to work under pressure **Ability to deal with conflict situations

GENERIC MANAGEMENT FUNCTIONS: Plans, coordinates and manages the activities of the division * Develops divisional vision and strategy * **IDP COORDINATING FUNCTIONS:** Develop the municipality's IDP in conjunction with the manager, internal and external role-players * Conduct secondary research on IDP related activities and key government policies and programs that must align with the **IDP, ADMINISTRATION**

Report to the following institutions/ persons and manage the day-to-day functioning of the IDP unit, Internal and External communication for the development of the Municipality's ***FUNCTIONAL MANAGEMENT FUNCTIONS** ***IDP COORDINATING FUNCTIONS** * **STRATEGIC PLANNING**. Reporting, Perform any other related duties as instructed by supervisor.

Other Competency Requirements as Stipulated in Annexure A of the Government Gazette No 45181 Dated 20 September 2021 pages 380 to 391 Level 3.

Please visit https://www.gov.za/sites/default/files/gcis_document/202109/45181gon890.pdf for municipal staff regulations.

Job Related Enquiries: Mr. AC Makendlana – 023-4148100/ 8181/8104

General HR Enquiries: Mr. Adriaan Duimpies – 023-4147549/Mr. Pablo Mokoaleli – 023-4148197

INSTRUCTIONS TO APPLICANTS

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable. Applications must be submitted **electronically** preferably as one PDF document to.

erecruit@beaufortwestmun.co.za

and can be **hand delivered** at the office of the **Municipal Manager** at
112 Donkinstreet, Midtown, Beaufort West, 6970.

Application forms can be obtained from the Municipal website, www.beaufortwestmun.co.za and must reach the Human Resource Department on or before

FRIDAY 06 JUNE 2025 at 16:00.

Applicants must clearly state the reference number and position title in the subject line of the email. Applicants are required to complete the application form in full.

Disqualification:

Please note that the following will lead to disqualification:

Not using the formal application form.

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councilors and/or officials with the aim to be appointed.

Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

Beaufort West Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the non-designated and designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: FRIDAY 06 JUNE 2025 at 16:00

**DE Welgemoed
MUNICIPAL MANAGER**