



**BEAUFORT WEST
MUNICIPALITY * UMASIPALA * MUNISIPALITEIT**

**NOTICE NR: 86/2026
REF NR: HRRS/05/2026MUN 9
COORDINATOR: INTEGRATED DEVELOPMENT PLAN
DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER**

Salary: T12 - 32.290.60 (R387.487.23 - R502.979.90) 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 in Development studies, Project management, Urban development or Municipal administration; and Computer literacy: MS Office.

Experience: 3 - 5 years relevant experience required.

Knowledge and Scope of Work:

- Be able to compile annual and quarterly reports;
- Knowledge of public administration and understanding of local government operations; and
- Knowledge and understanding of King III report.

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

KEY PERFORMANCE AREAS

- Plans, coordinates and manages the activities of the division
- Develops divisional vision and strategy
- 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 programmes that must align with the IDP
- Attends to the administrative recording, reporting and recordkeeping requirements/ procedures
- Report to the following institutions/ persons and manage the day-to-day functioning of the IDP unit
- Directly responsible for the IDP planning and coordinating process
- Perform strategic development related activities
- Plans, coordinates and manages the activities of the division
- Develops divisional vision and strategy
- Develops and monitors systems, policies, procedures and processes
- Perform strategic development related activities
- Co-ordinate the implementation of the led strategies and programmes
- Responsible for the execution of the following project management functions regarding LED
- Conduct research and development projects,
- Co-ordinate the implementation of the LED strategies and programmes
- Preparation, execution and evaluation of the LED plan
- Perform client and public service functions
- Performs client and public service functions
- Execute financial management functions,
- 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 2.**

Please visit https://www.gov.za/sites/default/files/gcis_document/202109/45181_gon890.pdf for municipal staff regulations.

CORE	FUNCTIONAL	PUBLIC SERVICE	PERSONAL	MANAGEMENT /
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PROFESSIONAL COMPETENCIES <ul style="list-style-type: none"> • Organisational Awareness/Political Impact • Information Measuring and Monitoring • Planning and Organising • Monitoring and reporting 	COMPETENCIES <ul style="list-style-type: none"> • Project Management • Information Management 	ORIENTATION COMPETENCIES <ul style="list-style-type: none"> • Service Delivery Orientation • Interpersonal Relationships • Client Orientation and Customer • Communication 	COMPETENCIES <ul style="list-style-type: none"> • Action Orientation • Resilience • Change Readiness • Learning Orientation • Problem Solving 	LEADERSHIP COMPETENCIES <ul style="list-style-type: none"> • Accountability and Ethical Conduct • Strategic Capability and Leadership • Impact and Influence • Coaching and Mentoring • Team Orientation
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Job Related Enquiries: Mr. AC Makendlana – 023-4148100/ 8181/8104

General HR Enquiries: Mr. Adriaan Duimpies – 023-4147549

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.

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

OR EMAIL TO: erecruit@beaufortwest.gov.za

Application forms can be obtained from the Municipal website,
<https://www.beaufortwestmun.co.za/resource-category/application-forms?category=103> and must reach the Human Resource Department on or before

FRIDAY 29 MAY 2026 at 12:00.

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 BWM5 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 29 MAY 2026 at 12:00

G Esau

ACTING MUNICIPAL MANAGER