

# VACANCY

## ASSISTANT MANAGER: PERFORMANCE MONITORING & EVALUATION



The KwaDukuza Municipality seeks to fill the following positions and accordingly invites applications from persons who meet the requirements as indicated. Please note that the post title and post identification number (KZ292.) MUST be indicated on your application which MUST be accompanied by certified copies of your qualifications, identity document and driver's licence where applicable. Applicants are also advised to ensure that their applications address the selection criteria in terms of qualifications, experience and any other requirements as set out in the relevant advertisement as shortlisting will be based on these selection criteria.

<b>Post Title</b>	ASSISTANT MANAGER: PERFORMANCE MONITORING & EVALUATION
<b>Business Unit</b>	OFFICE OF THE MUNICIPAL MANAGER
<b>Reference</b>	KZ292MMP002
<b>Task Grade</b>	(TASK GRADE 14 - R 432 881.28 - R 561 898.80 p.a plus locomotion allowance and cell phone allowance as per council policy)
<b>Notice number</b>	MN 121/2022
<b>Minimum Competence Requirements</b>	Applicants for posts affected by the National Treasury Minimum Competency Regulations, 2007 will be required to obtain those competencies within 18 months from the date of commencement.
<b>Requirements</b>	A relevant tertiary qualification or equivalent (Degree/Diploma in Public Administration Business Management Systems/Project Management/Human Resource Management) NQF Level 6 Monitoring & Evaluation Qualification (Certificate or equivalent), 2-3 years relevant and practical working experience in strategic planning, auditing of predetermined objectives and monitoring and evaluation. Consulting with various stakeholders on issues of performance monitoring and evaluation. Good interpersonal and Management skills, Computer Literate( MS Word & Excel) and Valid Code B/08 drivers licences.
<b>Duties</b>	<p>Providing support in the development and implementation of strategic plan (IDP), SDBIP and Scorecards.</p> <p>Provide guidelines and information on the Performance Management System.</p> <p>Interacting with managers and making available information on the system and/ or explanations on application.</p> <p>Provision of the Technical assistance to the line department Managers on the compilation of department performance plans.</p> <p>Participating with Internal Audit Department to assist in enabling the legislative requirements of performance auditing.</p> <p>Applies methods and standards to determine specific requirements and dimensions of Performance Management.</p> <p>Co-ordinates specific procedures associated with the implementation and execution of Performance Management.</p> <p>Provide information and/ or reports on the status and outcomes internally/externally.</p>

### PLEASE NOTE:

- Applications are to be addressed to the **Municipal Manager, KwaDukuza Municipality, P.O. Box 72, KwaDukuza, 4450 for attention the Human Resources Department**, and may be posted or hand delivered. (Note that hand delivered applications must be handed to the HR Officer, 34 Chief Albert Luthuli Street **OK MALL BUILDING** KwaDukuza) For enquiries Please call **032 437 5142/ 5153**.
- The Closing date and time is **Tuesday, 26 July 2022 at 12H00**. No applications will be accepted after the closing date and time.
- Please **DO NOT** fax or e-mail applications. Please also **DO NOT** submit applications on **Z 83 forms**. Please **NOTE THAT APPLICATIONS MUST BE SUBMITTED ON KWADUKUZA MUNICIPALITY'S APPLICATION FORM WHICH IS OBTAINABLE ON THE MUNICIPALITY'S WEBSITE ([www.kwadukuza.gov.za](http://www.kwadukuza.gov.za))**
- KwaDukuza Municipality adheres to the National Employment Equity Act and preference will be given to appointments that assist in achieving current targets of the municipality.
- Further communication will only be with shortlisted candidates; such shortlist being confined to the candidates that best meet the requirements according to the information supplied in their CV's. Candidates not contacted within 3 months of the closing date may consider their applications unsuccessful.
- Council reserves the right not to appoint any candidate to this post or to make required adjustments.
- Canvassing to Councilors/ Managers for preference on appointment is prohibited and may lead to disqualification of applicants.