



FRANCES BAARD

DISTRICT MUNICIPALITY / DISTRIKSMUNISIPALITEIT
MASEPALA WA SEDIKA / U MASEPALA WE SITHILI

Frances Baard District Municipality is a dynamic equal opportunity employer where goals are achieved through teamwork and the pursuit of excellence in service delivery. The municipality has the following vacancy:

ADVERTISEMENT

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER
VACANCY: PERFORMANCE MANAGEMENT PRACTITIONER

Ref. no: 02/19

PERMANENT POSITION TASK 11

Basic salary: R235 572.00 – R305 748.00 (plus benefits)

Requirements: The applicant must be in possession of B.degree/National Diploma in Public Administration or an appropriate equivalent qualification. An NQF Aligned certificate in Performance Management/Monitoring and Evaluation will serve as an added advantage. The successful candidate must have at least two years practical experience in the performance management environment. Excellent inter-personal relations skills. Valid code B driver's license. Knowledge and understanding of the policies, legislation, regulations and procedures applicable to Local government. Ability to work under pressure and meet deadlines.

Knowledge, skills and competency required: Excellent prioritising and ability to manage a variety of tasks simultaneously. Proven organisational skills and information flow. Ability to set-up, upgrade and maintain performance management systems. Ability to conduct research and draft policies and action plans in terms of performance management.

Key performance areas: Co-ordinating and maintaining compliance with the Performance Monitoring and Evaluation cycle by validating performance monitoring and evaluation information conforms to the laid down guidelines, preparing system records for consolidated analysis, administer and maintain the performance management database in order to ensure the quality and validity of the performance related information conforms with established frameworks and principles. Applying system tools to populate performance monitoring and evaluation data against performance indicators and measures. Studying the relationships between the independent/dependent variables and drawing specific conclusions in relation to the standard of performance. Keeping abreast of the system procedures relating to the information requirements and timelines for receiving and processing monitoring and evaluation outcomes. Applying the relevant controls to index/reference and organize information received in respect of the performance cycle from Departments/ Units/ Organisation. Validating the readiness of Performance Management Monitoring and Evaluation phase for consolidation and analysis. Studying current Performance Monitoring and Evaluation System records and identifying with performance information relating to objectives, activities and, measures and standards that require attention and addressing at the evaluation discussion. Checking processes or, preparing the Performance Monitoring and Evaluation discussion packs (electronic or hardcopy formats), verifying the content complies with the assessment guidelines.

Appointments will be made according to the municipality's employment equity policy and affirmative-action practices. The completion of application forms is mandatory and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by certified copies of ID and qualifications. Applications should be forwarded to the following postal address: THE MUNICIPAL MANAGER, FRANCES BAARD DISTRICT MUNICIPALITY, PRIVATE BAG X6088, KIMBERLEY 8300 or hand delivered to: 51 DRAKENSBERG AVENUE, CARTERS GLEN, KIMBERLEY.

Application forms are available from the municipal office and/or may be downloaded from the municipal website; www.francesbaard.gov.za. Enquiries can be directed to: Mrs. Pulane Matsitse or Ms. Lesedi Thomas, Tel: 053-838 0912/911.

Note: Designated groups, including people living with disabilities, are particularly encouraged to apply.

Successful candidates will be subjected to a compulsory reference and validation checks. Should you not receive any response from us within 30 days of the closing date, please consider your application as unsuccessful. The District Municipality reserves the right to make no appointments.

Closing Date: 15 February 2019

MUNICIPAL MANAGER, MS ZM BOGATSU