



MKHONDO

LOCAL MUNICIPALITY

EXTERNAL ADVERTISEMENT

Mkhondo Municipality, which is a gateway to the Province of Mpumalanga from Kwa-Zulu Natal and Swaziland, seeks to appoint highly motivated self-starters and visionaries to the extremely challenging position of

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER
DEVISION: LEGAL SERVICES
SENIOR PERFORMANCE MANAGEMENT OFFICER X2
Ref: SPMO/19/21

MINIMUM REQUIREMENTS

- A Grade 12
- 3-Year National Diploma in Human Resources Management / Performance Management / Monitoring and evaluation or Equivalent relevant qualification
- A Valid Drivers License
- 3-4 years' relevant experience in the field of the post

OTHER REQUIREMENTS

- Good Communication Skills (Written and Verbal)
- Good Planning and Organizing Skills
- Good Interpersonal Skills
- Facilitation Skills
- Good Supervision Skills
- Be Computer Literate

RESPONSIBILITIES

- Interacting with functional managers / supervisors and making available information on the system and/or explanations on application.
- Participating together with the Line Manager in the determination of functional objectives with due consideration given to the organizational vision and mission and goals encompassed in the Integrated Development Plan and Service Delivery Budget Implementation Plan.
- Analyzing information pertaining to functional responsibilities and boundaries elicited through interviews and establishing and advising on key Performance Areas, Indicators and Action Plans.
- Advising on the Implementation and assessing compliance with standards and procedures to support energy between application and understanding of the Performance Management System
- Facilitate individual performance plans and personal development Plans, giving guidance and advice on the application of the appraisal system
- Conduct Training and workshops on the appraisal system.
- Making available documentation and records to substantiate reasoning for specific performance management actions / decisions during enquiries and investigations.
- Maintaining the Performance Management recordkeeping system, updating files with correspondence and instructional documentation and, accessing relevant information or retrieving records to facilitate audits
- Determine targets and review mechanism for daily work routine for subordinates
- Motivate staff towards achievement of Municipality strategic

Remuneration: Level 4 (R388 058) pa excluding benefits)

CLOSING DATE & TIME 23 SEPTMBER 2021 @14h00

Enquiries: Ms. Zinhle Khumalo or Mr. Wandile Ngwenya 017 2850 200

To apply:

Please forward your application on the form “Application for Employment” that can be obtained from our offices or on the Municipal website, concise CV together with original certified copies (not older than three months) of all relevant qualifications, Identity Document and Valid Driver’s License with at least three contactable references to

Hand delivery

or

Post

Senior Manager: Human Resources
Civic Centre
Corner Mark and De Wet Street
Piet Retief
2380

Senior Manager: Human Resources
Mkhondo Local Municipality
P.O. Box 23
Piet Retief
2380

Failing to sign the “Application for employment” form will constitute an automatic disqualification

Note: Correspondence will be conducted with short-listed candidates only

No faxed or e-mailed applications will be accepted

If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful.

The Municipal is committed to the implementation of its Employment Equity Plan, and in this vein, appropriately **qualifying women and people with disabilities** are particularly encouraged to apply.

Mkhondo Local Municipality reserves the right not to make an appointment.

M Kunene
Municipal Manager