



**Tokologo Local Municipality is an equal opportunity affirmative action employer. Applications are hereby invited from suitably qualified and competent applicants for appointment to the following vacant position:**

**OFFICE OF THE MUNICIPAL MANAGER: INTERNAL / EXTERNAL ADVERTS**

Position	: <b>MANAGER: PERFORMANCE AND EVALUATION</b>
Salary	: R659 503.68 per annum. Task Grade 16
Minimum requirements & Experience	: Degree in Human Resource Management and/ or Project Management - NQF Level 7. 5 years relevant experience. Code EB Driver's License.
Key Competencies	: Excellent knowledge of PMS procedures and policies. Good management skills. Excellent planning and organizing skills. Excellent communication and negotiating skills. Ability to work in a pressurized environment and dealing tactfully with role-Players.
Key Performance Areas	: Provision of strategic support services and general administrative functions including all other relevant support services in Municipal manager's office beyond municipal performance management support functions and assist in ensuring that pre-determined objectives are met. Monitor and report on progress against the Integrated Development Plan (IDP) of the municipality. Ensure effective provision of general administrative functions and or other relevant issues. Facilitate and coordinate the development and Implementation of Service Delivery Implementation Plan (SDBIP) of the municipality. Facilitate and coordinate the development of performance agreement of the Municipal Manager, Senior Managers and Middle Managers. Identify opportunities for all issues pertaining to back to basics (B2B) reporting. Facilitate and develop annual performance reports. Ensure compliance to all PMS related legislations and policies. Assist with the setting of KPI's and targets.

Applicants are advised that applications are subject to vetting. Application forms are available on: <https://www.tokologo.gov.za/index.php/notices/vacancies> Applications should be forwarded to the Human Resources Department, Tokologo Local Municipality, Private Bag X 46, Boshof, 8340 or hand delivered at the Offices of Tokologo Local Municipality, cnr. Vooortrekker Market Street, Boshof. Faxed or e-mailed applications will not be accepted.

Closing date for applications: **03 July 2025 at 16:00** Applicants are advised that if they have not heard from us within 60 days from the closing date, they should consider their applications as unsuccessful.

**NB: in submitting any information or documentation requested pursuant to this advertisement, you are consenting to the processing by Tokologo Local Municipality of your personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 (POPI Act) and its regulations. The Municipality also commits to handle all the submitted personal information in compliance with the POPI Act and in line with its POPIA Compliance Policy.**

**Tokologo Local Municipality reserves its right to appoint or not appoint in this position.**

**(Tokologo Local Municipality aims to promote equity in the workplace by ensuring equal opportunity and fair treatment in employment, and by addressing the disadvantages experienced by certain group; Women, White People and People living with Disabilities)**

**MR A.M SEHLOHO**  
**MUNICIPAL MANAGER**