



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

- Position : **MANAGER: INTERGRATED DEVELOPMENT PLAN**
- Salary : R659 503.68 per annum. Task Grade 16
- Minimum requirements & Experience : A relevant Tertiary qualification in Planning (B Degree or equivalent) – NQF level 7. 5 years relevant experience. Computer Literacy – Office applications. Code EB driving license.
- Key Competencies : Thorough knowledge of IDP planning processes and Local Government Sector processes. Sound knowledge of research And analytical theories and practices. Excellent communication skills. Excellent, report writing and communication skills. Attention to detail. Drive and tenacity to lead a senior multi-disciplinary team during IDP processes. Ability to work under Pressure and meet tight deadlines.
- Key performance Areas : **Implementation & Control:** Identifies and defines the immediate, short and long term objectives/ plans and controls Associated with integrated development planning. **Policies and Procedures:** Plans and implements the formulation of Specific policies and procedures associated with the IDP. **Monitoring, Planning and Review:** Manages key requirements Associated with the formulation and/ or review of the Integrated Development Plan. **Financial Management:** Preparing Capital and operating estimates and controls expenditure against the approved sectional budget allocations. **Communication and Reporting:** Disseminates functional and operational information on the immediate, short and long Term objectives and current IDP developments, problems and constraints. **ADMINISTRATION & REPORTING** Manages specific administrative and reporting requirements associated with the key performance and result indicators of the Functionality.

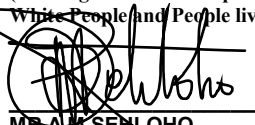
Applicants are advised that applications are subject to vetting. Application forms are available on: <https://www.tokologo.gov.za/index.php/notices/vacancies> Applications should be forwarded to the Human Resources Department, Tokologo Local Municipality, Private Bag X 46, Boshof, 8340 or hand delivered at the Offices of Tokologo Local Municipality, cnr. Voortrekker 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 ALIM SENLOHO  
MUNICIPAL MANAGER