



## DIKGATLONG LOCAL MUNICIPALITY

Dikgatlong Local Municipality invites applications from suitably qualified candidates to fill the following vacant positions within its establishment:

**DEPARTMENT :** Office of the Municipal Manager  
**POST :** IDP Officer  
**CENTRE :** Barkly West, Northern Cape  
**REFERENCE No.:** 2023/013/11/OMM

- **Total Remuneration Package:**

- R 445 725,00 P/A Excluding Benefits,

- **Term of Appointment:**

- Permanent;

- **Minimum Qualifications / Requirements:**

- Grade 12;
- Relevant National Diploma / B Degree in Strategic Planning or Town and Regional planning;
- At least three (3) relevant experience in planning and development and integrated development planning in a municipal environment;
- Valid Code 8 (B / EB) driver's license C1 driver's license;

- **Knowledge, Skills and Competencies:**

- Analytical ability and integrity;
- Interpersonal and people skills;
- Good communication and problem solving skills;
- Analytical and Strategic thinker;
- Required to work outside normal working hours, on standby, during emergencies and planned overtime;
- Computer literacy.

- **Responsibilities:**

Although not limited to, the primary responsibilities will include:

- Controlling processes and procedures associated with the planning, drafting and review of the integrated development plan, interpreting and aligning objectives towards the accomplishment of specific outcomes.
- Co-ordinating key requirements associated with the formulation and review of the integrated development plan, by interpreting the municipality's service delivery objectives and requirements stipulated in legislation directing the planning, drafting, adoption and review phases.
- Interacting with the local community structures and setting up consultative processes to foster understanding of local level development needs and priorities and, clarify the organisation's role and process.
- Examining the applicability of the planning process to the agreed framework for integrated development planning.
- Assessing and identifying sources of funding to support programme/project roll out.
- Analysing and evaluating the organization performance against specific objectives and deliverables encapsulated in the plan.
- Monitoring progress with respect to identified and approved projects against specific key performance indicators and measures.
- Mapping and seeking approval on alternatives and solutions to address alignment to community priorities and statutory requirements in terms of the integrated development plan.
- Disseminating functional and operational information on the immediate, short and long term objectives and, current developments, problems and constraints.
- Responding, through the collection of factual information and conducting the necessary investigation/research, to enquiries and concerns on service delivery from the general public, councilors, government departments, etc.
- Collaborating with external departments/agencies on specific issues pertaining to the formulation, drafting and implementation of the integrated development plan.

- Any other reasonable task that may be assigned by the Municipal Manager.

**Note:**

- Preference will be given to suitable candidates from the designated groups;
- Should you not hear from us within one month of the closing date of this advertisement, please regard your application as being unsuccessful;
- Only short-listed candidates will be contacted;
- Late applications will not be considered;
- The municipality reserves the right not to appoint anyone in the position;

**Closing date:** 12 January 2024

If you meet the stated requirements, a detailed CV, certified copies of academic qualifications, Identity Document (certified copies must not be older than 3 months) should be addressed to **Dikgatlong Local Municipality, Private Bag X5, Barkly West, 8375** or hand delivered at **33 Campbell Street, Registry Office, Dikgatlong Local Municipality, Barkly West.**

**Enquiries: Mr. L. Kesekile**

HR Officer

(053) 531 6528

**Dikgatlong Local Municipality is an equal opportunity and affirmative action employer**

**Issued By: Ms B. Tsinyane  
Acting Municipal Manager**