



# JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

The John Taolo Gaetsewe District Municipality, situated in Kuruman is an equal opportunity employer, and hereby invites suitably qualified candidates to apply for the under-mentioned vacancies. People with disability and women are encouraged to apply.

## PERFORMANCE MANAGEMENT OFFICER

Salary Scale: R345 689.32 – R363 179.91

Remuneration: R345 689.32 p.a

### Requirements:

- Degree in Public Management & Administration or equivalent qualification with Human Resource Management;
- At least 3 years' experience in Individual Performance Management System;
- Ability to work under pressure and meeting deadlines is essential;
- Computer literate;
- Report writing skills;
- Communication skills; and
- Valid driver's license

### Key Performance Areas:

- Ensure the implementation of the Council Individual Performance Management Policy,
- Set up annual Performance Management programme,
- To manage development and implementation of monitoring systems for departmental performance indicators and standards, including ensuring data quality and compliance with internal and external audit requirements
- Implement Performance Management cycle,
- Co-ordinate specific procedures associated with the implementation and execution of Performance Management,
- To provide training and guidance to departmental staff, senior managers, members on performance and service improvement;
- To coordinate and facilitate the communication to all staff of performance issues including the preparation of reports for managers and committees and giving presentations
- To develop and coordinate departmental consultation activity and liaise with service managers to ensure the outcomes of consultation are used to inform service improvement
- Provide reports on the status and outcomes of the Performance Management process,
- Establish transparent and fair performance management system,
- Put a Performance Improvement Plan in place for the improvement of employees' performance

### Conditions:

1. Each applicant must submit the following:
  - A comprehensive CV;
  - Certified copies of qualifications, ID & Driver's Licence
  - Transcripts of the professional qualifications.
2. All shortlisted applicants shall be subjected to security vetting rigorous verification of qualifications and references as well through evaluations and the establishment of possible and criminal records;
3. The candidates will be required to disclose all financial interests
4. The appointment of successful candidate is subjected to the signing of employment contracts and performance agreements in terms of the Municipal Systems Act.
5. No faxed or e-mailed applications will be accepted;
6. The Municipality reserves the right at all times not to appoint.
7. No late applications will be considered.
8. Applications for all this position should be forwarded to:



# JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

The Acting Municipal Manager, John Taolo Gaetsewe District Municipality, P.O. Box 1480, Kuruman or hand-delivered to 4 Federale Mynbou Street, Kuruman, **Registry office** on or before the **08 May 2017** at **16h00**.

All enquiries can be directed to the Acting HR Manager: **Ms L. Morris @ 053 712 8763 / 8761**

**Please note:**

- **Canvassing will disqualify candidate from being considered for appointment.**
- **If you have not heard from us within 30 days from closing date, please accept that your application was unsuccessful.**

**MW Molusi (Mr)**  
**The Acting Municipal Manager**

