



EXTERNAL VACANCY

The **OVERBERG DISTRICT MUNICIPALITY** has the following vacancy in the Municipal Manager Office, Department Performance and Risk Management, to be filled permanently as soon as possible.

PRINCIPAL CLERK: PERFORMANCE MANAGEMENT

Requirements: Grade 12. 2-5 Years relevant experience required. Computer Literacy: MS Office. A Valid Code B driver's licence.

Other requirements: Ability to perform complex administration functions which require a specialised knowledge. Operates under limited supervision. Applicant must be literate in at least two of the three official languages of the Western Cape.

Responsibilities/ Duties: Capture the Service Delivery Budget Implementation Plan on the electronic system. Mail and post the approved Service Delivery Budget Implementation plan and revised Service Delivery Budget Implementation Plan to National and Provincial Treasury after approval within the legislative timeframe. Send reminders to action owners to update Service Delivery Budget and implementation plan targets. Check monthly if all action owners update their targets and report any outstanding updates. Collection of the proof of evidence (POE's) for each Key Performance Indicators of the Top Layer Service Delivery Budget Implementation Plan from the action owners. File all Proof of evidence in files accordance to Key Performance Indicators numbers. Do follow-ups on outstanding or incomplete proof of evidences. Assist with the preparation of documentation of the Annual Performance audit conducted by the Auditor-General and collection for information for the compilation of the Annual Report. Coordinate and monitor the staff performance management process in terms of the Municipal Staff regulation. Explain the methodology and principles of performance management to employees and assist with the compiling of performance agreements as well as performance assessments. Also assist with the preparation of the Section 57 appointment evaluations. Assist with the monitoring of legislative Compliance by using a compliance monitoring tool. Assist with risk management administrative functions.

The competency level for this position is a level 2 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management/ Leadership Competencies
<ul style="list-style-type: none"> Written Communication Oral Communication Attention to detail Ethics and Professionalism Organisational Awareness Planning and Organising 	<ul style="list-style-type: none"> Business Processes Use of Technology Data Processing & Analysis 	<ul style="list-style-type: none"> Interpersonal Relationships Communication Service Delivery Orientation Client Orientation and Customer Focus 	<ul style="list-style-type: none"> Action Orientation Resilience Change readiness Cognitive ability Learning orientation 	<ul style="list-style-type: none"> Impact and Influence Team orientation Direction setting Coaching and Mentoring

Job related enquiries: Ms M Dunn at (028 425 1157)

Salary: T-7= R 189 816 – R 246 384 per annum plus the normal fringe benefits of a Local Authority.

Closing date: 07 May 2024

All applications must be submitted on the prescribed ODM application form, (found on www.odm.org.za) together with a detailed CV, certified copies of original qualifications, ID document and driver's licence, the names of three references from current and previous employers including their current e-mail addresses. All documents are to be returned to the Department: Human Resources, 26 Long Street, Bredasdorp 7280, for attention Ms Anita August or emailed to aaugust@odm.org.za. Incomplete and late applications and applications with no proof of requirements will not be processed or considered.

Please note:

- Overberg District Municipality is committed to Equal Opportunity. Candidates from designated groups, including those with disabilities, are encouraged to apply.
- It would be expected of candidates to be subjected to evaluations and that previous and current employers, as well as references, will be contacted. Verification will be done on qualifications, criminal and credit records.
- Overberg District Municipality complies with the Protection of Personal Information Act (POPIA), Act 4 of 2013. Applicants agree that their personal information may be recorded and processed by the Municipality.
- If no notification is received within 90 days, please regard your application as unsuccessful. The right not to make an appointment or to re-advertise is reserved by council.
- The permanent appointment includes the signing of an employment contract, declaration of interest and performance agreement.
- The appointed employee will be appointed on a minimum probationary period of three months and a maximum probationary period of twelve months.