

INTERNAL
(Only employees currently employed at the Overberg District Municipality can apply)

OVERBERG DISTRICT MUNICIPALITY



The **Overberg District Municipality**, have the following vacancy in the Office of the Municipal Manager, Department Performance and Risk Management, to be filled as soon as possible.

PRINCIPLE CLERK: PERFORMANCE MANAGEMENT (1x BREDASDORP)

Requirements:

- NQF 5 - Public Administration or Public Management or equivalent
- Computer literacy
- Literate in at least two of the three official languages in the Western Cape
- Code B driver's license
- Two (2) years' administrative experience in Human Resources or Performance management

Responsible for the following 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 • Coordinate the Individual Performance of employees for the preparation and signing of performance agreements • Coordinate the performance evaluation process and assist with the preparation of the Section 57 appointment evaluations • Assist with the monitoring of legislative Compliance by using a compliance monitoring tool • Liaise with Risk Management and schedule annual risk assessment dates with action owners, director and Council • Responsible to capture the Strategic and Operational risk registers and action on risk a management tool • Sent quarterly reminders to action owners to update their risk actions • Assist action owner with quarterly updates on electronic tool • Distribute risk management agenda to all members • Assist with the compilation of the quarterly combined assurance report.

Remuneration: T7 (R 171 804 – R 222 948 per annum) plus the normal fringe benefits of a Local Authority.

All applications must submit 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 address must be completed. All documents are to be returned to the Department: Human Resources, Private Bag X22, Bredasdorp 7280. Incomplete and late applications and applications with no proof of requirements will not be processed or considered. For any enquiries on this regard please contact Mrs. A August on (028) 425 1157 or email: aaugust@odm.org.za

CLOSING DATE: 10 June 2022

Please note:

1. Overberg District Municipality is committed to Equal Opportunity. Candidates from designated groups, including those with disabilities, are encouraged to apply.
2. It would be expected of candidates to be subjected through evaluations and that previous and current employers, as well as references will be contacted. Verification will be done on qualifications, criminal and credit records.
3. Overberg District Municipality complies with the Protection of Personal Information Act, Act 4 of 2013 (POPIA), Applicants agree that their personal information may be recorded and processed by the Municipality.
4. 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.



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