

**LESEDI LOCAL MUNICIPALITY, GAUTENG
ADVERTISEMENT
INTERNAL**

Job notice number: 33 / 2015

Job Title: **PERFORMANCE MANAGEMENT SYSTEM CLERK**

Department: OFFICE OF THE MUNICIPAL MANAGER

Number of Positions Available: 1

Application closing date: 29 July 2015, **before 12H00**

Remuneration: R 200 073 – R 246 797 per annum (incl benefits)

Appointments requirements: The successful incumbent must have matric or equivalent qualification (NQF Level 4). Must have insight in Local Government administration. Must be computer literate with good interpersonal and people skills. One year relevant working experience. Must have a valid driver's licence.

Personal Attributes/competencies: Excellent communication and interpersonal skills. Understanding of Local Government and legislation. Be able to work under pressure.

Duties: To ensure system transactional records are updated in accordance with laid down guidelines and procedures. To ensure that procedures are complied with and/ or support made available. To develop the IDP in order to integrate municipal planning. Develop PMS to align or commensurate with the current resources. To monitor PMS so that performance can be according to set standards. Responsible for all administration within the section.

Contact person: Nerina Ramdaloo

Telephone: 016 492 0207

Applications must be lodged at: Enquiries Corner H F Verwoerd and Louw Street Heidelberg 1438 or P.O Box 201 Heidelberg 1441

Advertisement Date: 07 July 2015

Applicants who have not been contacted within three months from the closing date should consider themselves unsuccessful. The Lesedi Local Municipality is an equal opportunity affirmative action employer. Disabled persons are encouraged to apply. Should applicants be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Lesedi Local Municipality reserves the right to appoint a successful candidate.