



Comprised by Qumrha, KweNxurha Chintsa East, Haga Haga, Igxarha and Kei Mouth Towns, with its Headquarters in Qumrha.

VACANCY / UMSEBENZU / BETREKKINGS ADVERTISEMENT

STRATEGIC SERVICES

Division	: Strategic Services
Position	: IDP/ PMS Co-Ordinator
Task Grade	: Task Grade 10
Remuneration	: R 287 736.60 per Annum (excluding Normal Council Benefits)
Duration	: Permanent

MINIMUM REQUIREMENTS:

- Grade 12, Diploma or Degree related in Development Planning/ Development Management/ Performance Management, Public Administration, Monitoring and Evaluation or relevant field
- Minimum of three (3) years relevant experience in Performance Planning, Monitoring and Evaluation (IDP and PMS). Proven experience in drafting of IDP and other statutory program reports. Sound knowledge of Local Government and process relating to IDP. Certificate in Municipal Development Program (CPMD) - will be an added advantage
- Computer Literacy
- Code EB Driver's License

KEY PERFORMANCE AREAS: INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

- Co-ordinating activities of IDP Development
- Ensure that the Integrated Development Plan (IDP) is developed, reviewed and implemented
- Ensure Development of the SDBIP
- Ensures that the IDP is aligned to the SDBIP and Budget by reconciling all targets and detailing any of those missing from the SDBIP
- Co-ordination of activities associated with the development of institutional Performance Management measures
- Co-ordination of Performance Assessments Reviews for Section 56/57 Managers.
- Co-ordinate the cascading of the performance management to all employee levels below senior Managers
- Ensures that all performance agreements and scorecards for all participating staff are reviewed, updated and signed by all relevant parties (timeously and prior to the start of the new financial year) – thereby ensuring that performance contracts remain binding and current
- General Office Administration

- Facilitates the collection of required data from all internal directorates, for accurate compilation of the Annual Performance Report (including the s46 report), and for submission to the AG by 31 October yearly.

FURTHER INSTRUCTIONS TO THE CANDIDATES

The Municipality subscribes to the principles of employment equity. People with disabilities are encouraged to apply.

Interested Suitably qualified Candidates are to request to apply using the GKM application form (website), and attach the Curriculum Vitae, certified copies of certificates of qualifications, certified SA ID copy and Driver's License

Applicants not contacted within 30 days of the closing date must consider their applications as unsuccessful. The Great Kei Municipality reserves the right not to make an appointment.

Applications must be submitted to:

Director Corporate Services: Attention Mr. B.T. Douglas
Great Kei Municipality, Private Bag X 2, Qumrha, 4950
OR 17 Main Road.
Qumrha, 4950.

For enquiries you can contact the Administration and HR Manager: Ms. T. Mgweba 043 831 5700/ 5735 during office hours

E- Mailed or Faxed applications will not be considered.

Closing date for the applications: 09 April 2026 at 16h00 pm

GREAT KEI MUNICIPALITY	
DIRECTOR CORPORATE SERVICES	
DATE	SIGNATURE:
27 MAR 2026	MR. B.T. DOUGLAS

ISSUED BY:
MR. L.N. MAMBILA
MUNICIPAL MANAGER