WITZENBERG
Municipality • Munisipaliteit • UMasipala Wase

44, Ceres, 6835
50 Voortrekker St/ Str, Ceres, 6835
Suid Afrika/ South Africa
+27 23 316 1854
+27 23 316 1877
admin@witzenberg.gov.za
www.witzenberg.gov.za

Witzenberg Municipality, with its Head Office in Ceres, serves the following areas: Ceres, Tulbagh, Wolseley, Prince Alfred's Hamlet, and Op-die-Berg.

OFFICE OF THE MUNICIPAL MANAGER
INTEGRATED DEVELOPMENT PLAN AND STRATEGIC SUPPORT SERVICES
IDP OFFICER (REFERENCE: MUN 4)
PERMANENT APPOINTMENT – CERES

Applications are hereby invited from individuals with the applicable qualifications for the above vacancy.

Requirements:

- A relevant 3-year tertiary qualification (NQF Level 6), preferably in Development Planning/ Public Management / Public Administration.
- A valid Computer Literacy Certificate (MS Office)
- A valid Code B driver's licence.
- 3 years' relevant experience in local Government.
- Must have own transport
- Good supervisory, control, human relations, interpersonal and communication skills.
- Good interpersonal and communication skills and ability to pay attention to detail.
- Must be fit and healthy to carry out duties.
- Good eyesight, hearing, and speech ability.
- Must be able to function effectively in difficult working conditions.
- Must be mentally fit and able to do the work.
- High level of responsibility, ability to work under pressure and ability to handle conflict.
- Required to work in all weather conditions.
- Required to work overtime and/or outside normal working hours during emergencies and planned overtime.
- Must perform duties in the whole municipal area
- Fluent in at least 2 of the 3 languages spoken in the Western Cape: Afrikaans, English or IsiXhosa.
- **Please note:** A performance agreement is also applicable to this position whereby the employer reserves the right to institute a performance management program.

COMPETENCY REQUIREMENTS OF THE POST		
No	Category	Competency
1.	Core Professional Competencies	Organisational Awareness/Political Impact; Information Measuring and Monitoring; Planning and Organising and Monitoring and Reporting
2.	Functional Competencies	Project Management; Information Management;
3.	Public Service Orientation Competencies	Service Delivery Orientation; Interpersonal Relationships; Client Orientation and Customer Focus and Communication
4.	Personal Competencies	*Action Orientation; Resilience; Change Readiness; Learning Orientation; Problem Solving; Accountability and Ethical Conduct;*
5.	Management / Leadership Competencies	*Strategic Capability and Leadership; Impact and Influence; Coaching and Mentoring and Team Orientation*

Duties

- Act as a link between the communities, interest groups, stakeholders and the municipality with the strategic objective of promoting community development, communication and improved service delivery
- Coordinate activities relating to the IDP in conjunction with the immediate superior
- Update IDP documentation and provide support with the drafting of all necessary internal and external reports
- Provide support to Councillors and Council structures to fulfil their roles regarding the IDP objectives.
- Arrange community participation and the inputs from Directors and relevant stakeholders.
- Prepare IDP/PMS related reports for Council Committees and Council and provide information during the compilation of the Annual Report for the municipality
- Liaise with the Manager to determine objectives, time frames and schedules in the IOP process.

- Reporting, advising and recommending to the IDP steering committee, the IDP representative forum and IDP standing committee on IDP issues.
- Facilitating the IDP steering committee and representative forum sessions.
- Attend IDP and PMS meetings as directed by the Manager to minute proceedings or to represent the Manager
- Arranging meetings and chairing such meetings if the Manager is unavailable
- Attend to enquiries from the public and staff members relating to the activities of the Section.
- Provide and collect information and/ or reports on the inputs and outcomes externally of the IDP process
- Present information on the Integrated Development Planning process to the various public forums.
- Coordinate the annual IDP /Budget Road Shows
- Arrange and coordinate public sessions with respect to the inputs and outcomes of the strategic planning process of the Municipality
- Inform the Manager, Councillors and officials on planning-related issues.
- Support the Finance Department and the budget process to ensure alignment between the budget process and the IDP.
- Advise and support the Manager IDP and the IDP process to ensure alignment between the PMS process and the IDP.
- Provide information and reports on the status and outcomes internally and externally
- Interact with departments with regard to the IDP and obtain their involvement in the reporting process.
- Present information on the capabilities, measures and outcomes.
- Manage IDP Steering Committee & IDP Representative Forum and compilation of Agendas by initiative of IDP Steering Committee & IDP Representative Forum to provide stakeholders a platform for issues of concern; Collect agenda items for submission to the responsible committee and acquire documentation, resolutions and reports for compilation as well as research
- Managing, coordinating and administering Ward Committees by coordinating the structuring of Ward Committees within Witzenberg Municipality (12 wards, 12 Ward Councillors and 120 Ward Committee Members); tending to the logistics related to arranging Ward meetings and ensuring that Ward Committee members are sufficiently equipped with regard to stationery and administrative tools
- Arranging Municipal Manager venues for the Municipal Manager Senior Management meetings
- Providing a professional administrative section through drafting letters of response related to queries/enquiries; providing admin support to Ward Committees; Monitoring logistical and administrative systems with regard to efficiency and effectiveness and arranging transport and catering for Ward Committee Members when necessary
- Coordinate specific logistical requirements/arrangements associated with public participation processes and special programmes by communicating with the Municipal Manager / Speaker / MAYCO, Councillors to establish items for inclusion on agendas and submission of investigational and/or general reports and information proposals supporting agenda items and referring to the approved schedule of meetings and/or workshops, arranging and confirming venues and confirming reporting deviations from plans to the Municipal Manager / Speaker
- Attend to queries/complaints associated with communities and departments by an interdepartmental approach to queries and complaints, and effective adherence in resolving the issue; Reverting to the enquiry/complaint and providing details to support specific outcomes or commenting on the status and/or attention afforded to the query/complaint, and referring received complaints to the relevant departments
- Enforce competent financial administration by: Obtaining quotations for goods and services in terms of Council's Supply Chain Management Policy; Obtaining all stationery requirements for the Ward Councillors and Committees and procuring goods and services in terms of Council's Supply Chain Management Policy
- Performs administrative activities associated with preparation of documents and correspondence for circulation by: Recording and updating registers of attendees and extracting and forwarding information on request with respect to absenteeism of role players in the immediate superior; Updating files and records, inserting attendance registers, notifications, correspondence and minutes in accordance with established referencing sequences
- To assist with Public Participation and compilation, updating, and annual revision of ward plans by managing and arranging public participation events; Ensure greater community involvement in the programs of the municipality and change community perceptions by embarking on a different approach by using the 3 basic principles of public participation (By, With, For the People)

Salary: R 373 129.02 per annum (Post level T11 of a Grade 4 Municipality)

Interested candidates must complete an official application form, available on our website at www.witzenberg.gov.za or at the Municipal Buildings at ODB, Wolseley, PA Hamlet, Tulbagh, and the main Office at Ceres**. (Applicants who do not fully complete the official application form and who do not submit certified copies of qualifications/identity documents/ driver's license will not be considered)** With a detailed CV accompanied by a cover letter, certified copies of qualifications, driver's license, and three (3) names of work-related references (with email address of referent – the referent must be work-related) to the Senior Recruitment Practitioner, 50 Voortrekker Road, Ceres, 6835 or email to: jobs@witzenberg.gov.za. No CVs will be returned on the applicant's request; therefore, please do not send us your original certificates**.** For further inquiries, you may contact Mr. H. Arendse at the Human Resources Department at Telephone number 023 – 3161854. Disclosure of incorrect information will lead to disqualification.

Closing Date: 03 DECEMBER 2026 BEFORE 12H00

Please note: Canvassing of Councillors or any member of the Appointment Committee will result in automatic disqualification. Applicants who do not receive a reply within one (1) month after the closure of the applications should consider their application unsuccessful. Applications received after the closing date will not be accepted or considered. Witzenberg Municipality reserves the right not to appoint. Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Please state the reference number on your application

(Witzenberg Municipality fully supports and encourages designated groups to apply (in terms of the Employment Equity Act)

Municipal Manager
D Nasson
04/03/2/1