



**iLEMBE DISTRICT MUNICIPALITY
iLEMBE UMASIPALA WESIFUNDA**

iLembe District Municipality is strategically positioned for Developmental and Economic potential in KZN. The Municipality subscribes to the principles of equal employment opportunities as contemplated in the Employment Equity Act: 55 of 1998

OFFICE OF THE MUNICIPAL MANAGER

**MANAGER: PLANNING
TASK GRADE 17 (R679 293.14 - R881 774.07) P.A.**

REQUIREMENTS:

- B Degree Qualification in Town & Regional Planning;
- Registration with the statutory South African Council for Planners (SACPLAN) which is established in terms of the Planning Profession Act, 2002 (Act 36 of 2002), will be an added advantage.
- 3 - 5 years' experience in a role related to this position
- Knowledge of relevant legislation and ordinances;
- Knowledge of Municipal procedures, as well as systems and how they are related to external organisations;
- Thorough knowledge of policy and strategy formulation;
- Computer literacy (MS Word, MS Excel, Ms Outlook, and PowerPoint);
- Analytical, communication, and leadership skills;
- People management skills;
- Valid Drivers' Licence; and

RESPONSIBILITIES:

- Manage and co-ordinate the planning process and compliance matters for the Municipality;
- ensure the Municipality has a functional strategy that adequately provides and recognises service delivery and developmental priorities of the local community enabling the Municipality to align key performance areas to support execution and accomplishment;
- ensure that the planning and review processes contribute and complement development plan and strategies that give effect to the principles of co – operative government;
- Analyses and evaluates the Municipality's performance against specific objectives and deliverables encapsulated in the Plan;
- Mapping alternatives and/ or solution to address alignment to community priorities and statutory requirement in terms of the Integrated Development Plan;
- Disseminate strategic, functional and operational information on the immediate, short- and long-term objective and, current developments, problems and constraints;
- Managing planning and development projects in terms of the IDP in order to ensure that the SDF guides the Municipality's future growth and investment, and the upgrading and improvement of identified areas;
- ensure that the laid down administrative procedures and reporting requirement are complied with and that an accurate information is disseminated to support specific decision/ actions;
- Set targets and monitor processes and deadlines for planning process as prescribed by the legislation;
- Submission of monthly, quarterly and annual report to the Municipal Manager on planning matters.

BENEFITS: 13th Cheque, Leave provision in terms of the SALGBC Collective Agreements, Natal Joint Pension Fund, Medical Aid and home ownership scheme subject to certain conditions.

Applicants must forward application letter together with relevant Curriculum Vitae and certified copies of qualifications, ID and any supporting documents to: **The Municipal Manager: iLembe District Municipality, iLembe House, 59/61 Mahatma Ghandi Street, KwaDukuza, 4450.**

Applicants are encouraged to use the **Employment Application Form** (Annexure B) available from the municipal website www.ilembe.gov.za and from iLembe House. Applications. Enquiries are to be directed to **Manager Human Resources: Mr GM Nzuza on (032) 437 9348/9524.** The closing date for the submission is **25 March 2022 @ 16h00.** No late, faxed and/or incomplete applications will be considered.

Please note: Should you not be contacted by this office within three (3) months after the closing date, kindly consider that your application was not successful.



NG KUMALO
MUNICIPAL MANAGER