MSUKALIGWA LOCAL MUNICIPALITY

CIVIC CENTRE BUIDING • C/O KERK & TAUTE STREET • ERMELO • MPUMALANGA • SOUTH AFRICA • 2350
PO BOX 48 • ERMELO • MPUMALANGA • SOUTH AFRICA • 2350



WE ARE HIRING (VACANCIES)

EXTERNAL & INTERNAL VACANCY

Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned position.

Name of Department	**Office of the Municipal Manager**
Job Post Name	**PMS Admin Officer**
Duration	Permanent
Task Grade 11	R 373 128.00 p/a
Reference Number	MSU/MM/05/08/26
Location	Ermelo

QUALIFICATIONS

- Grade 12 (Senior Certificate) or **NQF Level 4 equivalent.**
- National Diploma or Bachelor's Degree in Public Management/Public Administration, Human Resources Management, Developmental Studies, or an equivalent three (3) year qualification (NQF Level 6/7).
- Valid Code B Driver's Licence.

EXPERIENCE

- Two (2) to three (3) years' relevant experience in Performance Management System (PMS) administration, Human Resources, Organisational Development, **or a related field.**
- Experience within Local Government will be an added advantage.

KNOWLEDGE

- Knowledge of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).
- Knowledge of the Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers.
- Understanding of the Municipal Planning and Performance Management Regulations.
- Knowledge of Integrated Development Planning (IDP) and Service Delivery and Budget Implementation Plan (SDBIP) processes.
- Knowledge of Performance Management Systems and organisational performance monitoring.
- Knowledge of relevant labour legislation and public sector governance principles.
- Computer literacy in Microsoft Office applications.

DUTIES

- Coordinates, processes and updates information related to activities associated with the PMS functionality.

- Attend to the administrative recording, reporting and recordkeeping requirements within the Performance Management unit.
- Extracts information and prepare specific reports and forwards to relevant departments or stakeholders for performance monitoring purposes.
- Implement specific activities associated with providing support to line functions on the requirement for performance management and reporting.
- Participate in the preparations and coordination of performance assessments and meetings related to performance management.
- Compiling notices, agendas and minutes of functional meetings and attending to the circulation.
- Data capturing on the Performance Management System for reporting purposes.
- Assist in information gathering for the compilation of various performance reports.
- Attend to suppliers' invoices, preparing requisitions and submitting for payments.

***Please Note**:*

- All applications must be accompanied by certified copies of ID and all educational qualifications, and they should not be older than 6 months. Applications received after the closing date will not be considered.
- Due to large number of applications, we envisaged to receive, applications will not be acknowledged.
- Should you not be contacted within 3 months after the closing date, consider your application unsuccessful.
- The municipality reserves the right to appoint or not to appoint any person. **VETTING & EQUITY IS THE MUNICIPAL PRIMARY SELECTION CRITERIA; THEREFORE, ALL SUCCESSFUL APPLICANTS SHALL BE SUBJECTED TO VETTING** INCLUDING REFERENCE CHECKING AGAINST SOCIAL MEDIA PROFILES. CANVASSING WILL LEAD TO DISQUALIFICATION

Application forms and full detailed information about the advertised position is available on the Msukaligwa Local Municipality website (www.msukaligwa.gov.za) and Facebook page / HR office.

Application form, detailed CV, ID, and Driver's License must be posted / couriered to Msukaligwa Local Municipality, P O Box 48, Ermelo 2350 or hand delivered to the Corporate Services (HR Section), Cnr Kerk and Taute Street, Ermelo, for the attention of Director Corporate Services. For any further enquiries pertaining the advertised position, please do not hesitate to contact the Manager: Human Resources Ms. LP Mnisi at 017 801 3584.

"IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER 3 MONTHS, CONSIDER YOUR APPLICATION UNSUCCESSFUL" THE MUNICIPALITY RESERVES THE RIGHT TO APPOINT OR NOT TO APPOINT ANY PERSON.

Report Fraud and Corruption – National Anti-Corruption hotline- 0800 701 701 (free) or SMS 39772.

CLOSING DATE: 31 August 2026

Endorsed by.

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Mr. M. Kunene
Municipal Manager

Date