



MOHOKARE
LOCAL MUNICIPALITY



Mohokare Local Municipality subscribes to the principles of the employment equity act. It is the Municipality's intention to promote equity (race, gender and disability) through the filling of this position.

Applications are invited from suitably qualified persons to fill the following position.

RE-ADVERT: INTERNAL/EXTERNAL ADVERT

SENIOR IDP DATA CAPTURER – ZASTRON

REMUNERATION: R233 628,00 Per Annum

QUALIFICATIONS AND REQUIREMENTS:

Applicants must be in possession of a Grade 12 Certificate. A relevant National Diploma in Public Management Administration or equivalent. Must have working 2- years' experience in the Local government environment. Must be physically fit due to the nature of work.

ROLES AND RESPONSIBILITIES:

The Candidate will report directly to the Integrated Development Planning Manager within the respective unit. The incumbent responsibilities will entail amongst others:

- Assisting in developing the municipal process plan and framework.
- Attending to all IDP related planning sessions/workshops within the district /province
- Liaising and engaging with and external stakeholders and other role players in the community.
- Assisting in conducting public participation sessions/meetings to involve the community in the IDP processes.
- Seeing to it that sectoral development is incorporated in the IDP planning process
- Assist in facilitating IDP related technical committee meetings.
- Monitoring and evaluation of the IDP and capture accurate data on reviewing of the IDP.



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P. O. Box 20, Zastron, 9950

Tel: 051 673 9600

Fax: 051 673 1510

Email: info@mohokare.gov.za

www.mohokare.gov.za

CLOSING DATE: 19TH APRIL 16H30

For enquiries contact the Human Resources division on 051- 6739600. ONLY MUNICIPAL APPLICATION FORMS (www.mohokare.gov.za) fully completed and CV as well as certified copies (not older than 3 months) of qualifications and identity document must be submitted for the attention of:

Human Resource Manager

DC Matsoso

Mohokare Local Municipality

P.O. Box 20

Zastron

9950

Or Hand deliver application in the nearest Mohokare Municipal Offices. Faxed, Emailed and late applications will not be accepted. The successful candidate will be subjected to the verification of qualifications and any relevant checks and competency assessments.

Applicants are respectfully informed that if no notification of appointment is received within 30 days of the closing date, they must accept that their application was unsuccessful. Correspondence will be limited to shortlisted candidates' only. Mohokare Local Municipality reserves the right to/not to make an appointment to the above advertised position.

Mr. PM Dyonase
Acting-Municipal Manager

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08-04-2022

Corporate Services