



## EXTERNAL ADVERT

### NKOMAZI MUNICIPALITY

Nkomazi Municipality is an equal opportunity and Affirmative Action employer and it observes the requirements of the Employment Equity Legislation.

**DEPARTMENT : PLANNING AND DEVELOPMENT**  
**VACANT POST : 1 X IDP COORDINATOR**

**REMUNERATION : (TASK LEVEL 11)**  
: Standard benefits apply, include Medical Aid, Pension Fund, UIF

**REQUIREMENTS**

- : Grade 12 certificate
- : Understanding of Local Government Planning processes.
- : A minimum of 12 months experience in Local government in IDP/ Planning field.
- : Diploma or Degree in Development studies will be an added advantage.
- : Computer Literate
- : Valid Drivers licence

**DUTIES**

- : Arrange community and stakeholders meetings
- : Assist the IDP Manager to prepare the process plan in accordance to the District Framework Plan
- : Assist the IDP Manager to ensure that all relevant actions are appropriately involved.
- : Assist the IDP Manager to ensure that time frames are adhered to.
- : Assist the IDP Manager to ensure that the planning process is appropriate, Strategic and implementation orientated and is aligned and satisfies sector planning requirements.
- : Record all IDP related information collected during IDP meetings including minutes

**CLOSING DATE : 15 June 2017**

Applications and CV's to be directed to : Director Corporate Services  
Private Bag x101  
**MALELANE**  
1320  
Tel no. 013790-0245

Note : if there has been no response within three weeks after the closing date, the applicant must accept that his/her application has been unsuccessful.

Civic Centre  
Private Bag x101  
**MALELANE**  
1320

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**M.D NGWENYA**  
**MUNICIPAL MANAGER**