

GOVAN MBEKI LOCAL MUNICIPALITY



VACANCY ADVERTISEMENT

To visit the Municipal Website
and download the Advertisement
Scan the QR code



Head Office: Central Business Area, Horwood Street, Secunda, P/Bag X 1017, Secunda, 2302, Tel: 017 620-6000
Please contact our website for further details: www.govanmbeki.gov.za

PLEASE NOTE:

- Interested applicants meeting the requirements should forward the following:
 - Fully completed official Application Form which is available at the Secunda Main Offices, All Regional Offices as well as the on the Municipal Website www.govanmbeki.gov.za
 - Detailed CV, Certified Copies of Qualifications and Identity Document for up to 6 months.
 - Applications not submitted with the fully Completed Official Application Form will not be considered.
 - Applications with Foreign Qualifications must be attached with a SAQA verification document.
- All short-listed applicants will be required to produce their original identity document, driver's licence and qualifications/documents at the interviews. Failure to comply will result in disqualification.
- Applications must be addressed to: **The Manager Human Capital, Private Bag X1017, Secunda, 2302, hand delivered or emailed to recruitment.planning@govanmbeki.gov.za**
- Communication will only be between the recruitment section and shortlisted candidates. Applicants who have not been contacted within thirty (30) days of the closing date should consider their applications unsuccessful.
- The Govan Mbeki Municipality reserves the right not to make an appointment and to re-advertise positions.
- The submission of an application gives Govan Mbeki Municipality the right to verify your qualifications, perform reference checks from current and previous employers as well as academic institutions and SAQA.
- The successful applicant must enter into a Performance Agreement with the Employer.
- Applications from women, people with disabilities and historical disadvantaged individuals are strongly encouraged to apply and will be appreciated.

INTERNAL / EXTERNAL ADVERTISEMENT

CLOSING DATE: MONDAY, 12 OCTOBER 2026 at 12:00

DEPARTMENT PLANNING AND ECONOMIC DEVELOPMENT

IDP OFFICER: INTEGRATED DEVELOPMENT PLANNING

(REF: 2026-2027/28)

Requirements:

- Grade 12
- Three year (3) National Diploma in Development Studies / Project Management / Urban Development (NQF 6)
- Three (3) to Five (5) years relevant experience preferably in Local Government Administration within the IDP field
- Computer literacy
- Valid Code B (08) Driver's License
- Knowledge of relevant IDP Legislations
- Ability to communicate to Internal and External Stakeholders and Community Members
- Good communication, interpersonal & presentation skills

The successful applicant / candidate must possess competencies as published in Annexure A of the Local Government: Municipal Staff Regulations promulgated in Government Gazette 45181 of 20 September 2021

Key Performance Areas:

- Coordinate and facilitate the annual compilation, review, and amendment of the Integrated Development Plan in accordance with the Municipal Systems Act and applicable planning frameworks, ensuring all statutory deadlines are met.
- Plan, organise, and facilitate meaningful public participation processes including ward-based IDP representative forums, community meetings, and stakeholder engagements to ensure inclusive planning across all wards.
- Ensure the IDP is aligned with national and provincial sector plans, the Spatial Development Framework, Local Economic Development strategy, and departmental business plans to achieve integrated and coherent municipal planning.
- Assist in the development, implementation, and review of the Service Delivery and Budget Implementation Plan (SDBIP) and monitor performance against IDP targets, preparing reports for management, council, and MEC submission.
- Work with the Finance Department to ensure that the municipal budget, capital programme, and operational plans are informed by and aligned to IDP priorities and community needs.
- Liaise with national and provincial sector departments, district municipality structures, and intergovernmental forums to ensure sector plans and funding pipelines are incorporated into the IDP.
- Collect, analyse, and maintain up-to-date ward profiles, socioeconomic data, and spatial information to inform evidence-based planning and the annual situational analysis chapter of the IDP.
- Prepare reports, presentations, and submissions for Council, Executive Committee, and IDP Steering Committee meetings related to IDP processes, progress, and amendments.
- Ensure all IDP processes comply with the Local Government: Municipal Systems Act (Act 32 of 2000), Municipal Planning and Performance Management Regulations, and any applicable provincial planning guidelines and circulars.
- Maintain a comprehensive and accessible filing system for all IDP-related documents, public participation records, sector inputs, resolutions, and correspondence to ensure audit readiness and institutional memory.

BASIC ANNUAL SALARY: R 567 120.00 (Post Level 06) plus normal company benefits