



VACANCY ADVERTISEMENT

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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: recruitment.executive@govanmbeki.gov.za. Only emailed applications will be considered**
 - 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, 05 OCTOBER 2026 at 12:00

OFFICE OF THE MUNICIPAL MANAGER
ASSISTANT MANAGER: PERFORMANCE MANAGEMENT SYSTEMS
(REF:2026-2027/25)

- Requirements:**
- Grade 12
 - National Diploma in Performance Management / Public Management and Administration / Performance Auditing or relevant qualification (NQF 6)
 - Three (3) to five (5) years' experience in the field of Performance Management within Local Government (Preferably Organizational Performance Management)
 - Valid Code B (08) Driver's License
 - Computer Literacy
 - Well-developed interpersonal and managerial skills
 - Ability to communicate to all levels of Stakeholders [Internal and External (Community Members)]
 - Strategic, organizational, creative and innovative thinking skills
 - Report writing skills
 - Statistical analysis
- 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 the review and implementation of organisational performance management, service delivery and budget implementation plans (SDBIP), compliance, change management, institutional transformation, and policy development of the Municipality;
 - Support the Manager: PMS in coordinating the Performance Management System, policies, and procedures to ensure employees and teams understand organisational goals and how their outputs contribute to municipal objectives and KPA's across the Municipality.
 - Assist and Coordinate organisation-wide efforts to ensure that performance management and performance improvement programs are developed and managed;
 - Assist and coordinate the administrative and reporting requirements of the functionality as required by legislation.
 - Support the Manager PMS in performance assessments for the Municipal Manager and Senior Managers (Directors)
 - Support the Manager in the performance review of the Municipal Manager and Senior Managers as legislated, linked to institutional performance targets.
 - Assist in the preparation and review of the Performance Management Framework.
 - Support the preparation of the Service Delivery and Budget Implementation Plan (SDBIP) as per legislative requirements.
 - Ensure legislative compliance in drafting of the Annual Report as required by the Local Government: Municipal Finance Management Act (MFMA), relevant legislative prescripts, and National Treasury circulars.
 - Coordinate and monitor the Local Government: Municipal Finance Management Act (MFMA), Circular 88 reporting format for National Treasury.
 - Scorecard reporting and Co-ordination as it applies to requirements of CoGHSTA.
 - Assist with reporting submissions and requirements on the National Portals of Government. (PAAP/FMCMM Action Plans).

SALARY: R 727 696.00 per annum (Post Level 4) Plus normal company benefits including travelling