

**INTERNAL/ EXTERNAL ADVERT
ZULULAND DISTRICT MUNICIPALITY**

The Zululand District Municipality with its seat in Ulundi is an equal opportunity employer and subscribes to an affirmative action programme, which is non-racist, non-sexist, non-discriminatory and based on merit organisation. We offer the following challenging position to a dynamic individual of stature and maturity who can further the image of the District Municipality in all its facets.

DIRECTORATE	: OFFICE OF THE MUNICIPAL MANAGER
DIVISION	: PERFORMANCE MANAGEMENT SYSTEM
POST	: ADMIN OFFICER: PMS
SALARY	: R 316 061.16 PER ANNUM (TASK GRADE 10) (non-negotiable)
REFERENCE No.	: MMPMS33/24/2026

Plus 13th Cheque, benefit such as Medical Aid, Pension Fund, Housing Subsidy Scheme

MINIMUM REQUIREMENTS: Valid Grade 12 • National Diploma in Business Management / Project Management / Public Administration - NQF Level 6 • Knowledge of local government legislation will be an added advantage • At least 2 years' experience in local government environment • Fluency in both English and isiZulu (written and spoken) • Computer literacy and efficiency in word processing, database and spreadsheets (touch typing is essential) • A valid driver's licence.

KEY PERFORMANCE AREAS: Identify gaps and apply recommendations in terms of the performance management institutional arrangements including auditing structures within the municipalities to ensure compliance with the auditor general • Development and review of municipal organizational and departmental scorecards • Assist with drafting of the Service Delivery and Budget Implementation Plan linked with budget and IDP • Setting of performance measures i.e. objectives key performance indicators and targets • Refinement of section 57 performance agreements • Link and align performance management with strategic planning, implementation and monitoring of the Integrated Development Plan • Assist municipalities to comply with various performance reporting requirements i.e. Auditor General • Liaison with colleague provincial and national departments on performance management • Advise and assist the municipality to adapt to changes in performance management legislation and new developments • Create and maintain filing system to archive Performance Management files and correspondence for all departments.

NB: A successful candidate will be expected to sign a Performance Agreement upon assumption of duties and be subjected to relevant security clearance and vetting processes. Further information can be obtained from the Human Resources Section on 035 8745642.

A covering letter consisting of a comprehensive CV in ENGLISH, certified copies of; educational qualifications, drivers licence and Identity Document to be submitted to: The Municipal Manager, Zululand District Municipality, Private Bag X76, Ulundi, 3838 or Hand deliver to Zululand District Municipal Offices at B-400, uGagane Street, Records Section (NB: Faxed or emailed and late applications will not be considered). It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by the South African Qualifications Authority and supply the Municipality with the evaluation results. Should you not be contacted within a period of thirty (30) days from the closing date, your application should be deemed to have been unsuccessful. Canvassing of councillors and management will result in the disqualification of the applicant. The Municipality reserves the right not to make an appointment.

Further information can be obtained from the Human Resources Section on 035 874 5642

CLOSING DATE FOR SUBMISSION OF APPLICATIONS: 24 JULY 2026



**MR. SP MOSIA
MUNICIPAL MANAGER**
