

CENTRAL KAROO DISTRICT MUNICIPALITY

POSITION TITLE: IDP OFFICER

DEPARTMENT: CORPORATE SERVICES

LOCATION: BEAUFORT WEST

EMPLOYMENT TYPE: PERMANENT

SALARY: T11 (R331 764.00 PER ANNUM) + FRINGE BENEFITS

CLOSING DATE: 19 OCTOBER 2026

ALL ASPECTS OF OUR STAFFING PROCESSES SHALL BE NON-DISCRIMINATORY AND WILL AFFORD APPLICANTS EQUAL OPPORTUNITY TO COMPETE FOR VACANT POSITIONS:

CORE FUNCTION

Coordinate and support the development, implementation, monitoring and reporting of the Integrated Development Plan (IDP), ensuring alignment between the IDP, SDBIP and MTREF budget, integration of sector plans, effective public participation and ward committee engagement, and compliance with applicable municipal IDP requirements.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- A relevant 3-year qualification, preferably in Development Studies, Project Management, Urban Development, or Municipal Administration
- 3-5 years relevant IDP/planning experience in a local government environment
- Knowledge of Municipal Systems Act Chapter 5 IDP process requirements
- Knowledge of IDP Framework and Process Plans
- Understanding of the alignment of the IDP, SDBIP, and MTREF budget
- Knowledge of sector plan integration and spatial planning principles
- Experience/knowledge of monitoring and reporting
- Computer literacy, including good Excel skills and basic GIS awareness
- Good project coordination and communication skills

KEY COMPETENCIES

- IDP Planning and Coordination
- Municipal Planning
- Public Participation
- Ward Committee Engagement
- Monitoring and Reporting
- Project Coordination
- Budget Alignment
- Communication
- Planning and Organising
- Computer Literacy
- Excel
- Basic GIS Awareness

HOW TO APPLY

Applications, on the official application form of the Council, which can be obtained from the Municipal Website (www.skdm.co.za), must be submitted as follows:

MAIL/IN-PERSON: MRS B KOOPMAN - ACTING MUNICIPAL MANAGER, Private Bag X560, Beaufort West, 697

APPLICATIONS MUST BE ACCOMPANIED BY CERTIFIED COPIES OF QUALIFICATIONS AND DRIVER'S LICENSE.

FOR MORE INFORMATION, PLEASE CONTACT:

Ms Charlene Leslie: HR Practitioner - (023) 449-1000

THE DISTRICT MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT. PLEASE NOTE THAT, SHOULD NO FEEDBACK BE RECEIVED WITHIN 3 MONTHS FROM CLOSING DATE, CANDIDATES MAY ASSUME THAT THEIR APPLICATIONS WERE UNSUCCESSFUL.

APPLICANTS WILL BE REQUIRED TO SIGN AN EMPLOYMENT CONTRACT, PERFORMANCE AGREEMENT AND DISCLOSURE OF BENEFITS AND INTEREST.

MRS B KOOPMAN – ACTING MUNICIPAL MANAGER - CENTRAL KAROO DISTRICT MUNICIPALITY

