STELLENBOSCH
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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

# INTEGRATED DEVELOPMENT PLAN (IDP) OFFICER
# OFFICE OF THE MUNICIPAL MANAGER
# REF: MM/GOV/IDP/03

**Minimum Requirements:** Grade 12 • 3-year Bachelor's Degree in Public Administration / Management or another development degree • 4-years relevant experience • Valid Code B Driver's Licence • Computer literacy (MS Office).

**Other Requirements:** Ability to function within a team, handle pressure and meet deadlines • Good interpersonal skills • Must be willing to attend meetings and workshops after hours • Ability to communicate (spoken and written) in English (essential); proficiency in Afrikaans or isiXhosa will be an added advantage. Analytical, conceptual, problem-solving • Research and report writing capability • Sound and professional interpersonal skills • Ability to give attention to detail • Administrative, organisational, and analytical skills • Research and report writing capability.

**Responsibilities:** Compile, update, and annually revise the IDP (Integrated Development Plan) • Review and maintain the IDP framework, process plan, and time schedule for the municipality • Arrange strategic work sessions with the Mayoral Committee and Top Management to establish the long-term vision and strategy of Stellenbosch Municipality, which should inform the IDP • Attend IDP forums and meetings organised by all sphere of government • Ensure the IDP is aligned with the Performance Management System of the municipality • Assist with the IDP public participation processes • Assist in compiling the annual report of the municipality • Participate in IGR forums and related tasks and activities as directed by the Manager: IDP/PMS/PP • Assist with organisational performance management tasks and activities as directed by the Manager: IDP/PMS/PP • Develop, review, and update policies relevant to the IDP subsection • Record-keeping and information management • Facilitate work sessions regarding IDP-related matters with internal line departments.

**Job related enquiries**: Ms Geraldine Mettler 021 808 8025

**General Enquiries:** Ms Lucretia Koegelenberg 021 808 8102 or Ms Evan Williams 021 808 8059 or Ms Lisa Patience 021 808 8064

**Salary: R 451 096.32 – R 585 519.36** **Plus Benefits**

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***Applications, clearly marked and accompanied by the application form, a comprehensive CV, certified copies of qualifications, licenses and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: officemmjobs@stellenbosch.gov.za***

***Your application must be completed on an official application form of Stellenbosch Municipality and will not be considered if not submitted.***

***Application forms can be found on the Stellenbosch Municipal website https://stellenbosch.gov.za***

***Applications for the above-mentioned vacancy must be sent via the given email. If not, it will not be considered. No hand-delivered or posted applications will be considered.***

***Please note: By applying for this position, the candidate consents to verification checks of qualifications, criminal records and must be willing to be subjected to a rigorous evaluation process. Receipt of applications will not be acknowledged and no supporting documentation will be returned. Canvassing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.***

***Closing date: 07 December 2026***

***Stellenbosch Municipality is an Equal Opportunity employer. Appointments will be made in accordance with the Municipality's approved Employment Equity Plan (EE Plan) in terms of section 20 of the Employment Equity Act 55 of 1998. Candidates from the designated groups, especially those with disabilities, are encouraged to apply. Candidates are encouraged to self-identify their designated group status on the application form. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za The Council reserves the right not to make an appointment and to add/amend/change the salary package.***