

Senior Advisor: Built Environment and Planning

Polokwane / Kimberley

Role Overview:

Reporting to the Provincial Director of Operations, the incumbent shall Implement tailored and best-fit advice, support and solutions to address municipal challenges in focus areas that include the Built environment and planning function. Monitor and guide on legislative, policy and procedural compliance in municipalities to strengthen the institutional capacity and governance in municipalities relating to the respective focus areas

The Candidate Profile

- Ability to manage in a multidisciplinary environment
- Results driven individual
- A dynamic, motivated self-starter with high levels of emotional maturity
- Ability to draft, analyse and interpret reports in a professional and quality manner for the Senior and executive team; and
- Strong initiative and well-rounded implementer and driver of multi-disciplinary programmes that have an intended turnaround dimension.

Qualifications and Experience

- A Bachelor's Degree or NQF 7 equivalent in Public Administration/ Management, Monitoring and Evaluation; Information Management,
- Project Management or other relevant academic qualification
- At least 6 years working experience within the broader public sector of which 3 years must be within the Strategy, Planning, Performance Monitoring and Evaluation
- Previous experience in developing and implementing strategy is essential
- A valid code 08 drivers' license and own vehicle
- Soundtrack record in managing complex stakeholder relationships and a well-developed lobbying and advocacy skillset
- Proven experience in remuneration
- Knowledge of research methodologies, data collection, analysis and reporting writing
- Knowledge of planning, performance monitoring frameworks, national outcomes, Financial Management of Parliaments and Provincial Legislatures Act (FAMPPLA) /Public Finance Management Act (PFMA); and
- Knowledge of the development of the strategic plan, annual performance plan and operational plans.

Key Performance Areas

- Advocate Local Government positions on national development planning matters
- Provide professional support to municipalities on matters dealing with IDPs, Spatial Planning, Land Use Management and Rural Development
- Represent the interests of local government on various forums where development planning matters that fall within the competencies of local government are discussed
- Ensure that issues that impact on the developmental role of local government are correctly articulated when engaging with other spheres of government
- Build partnerships with relevant stakeholders to ensure coordinated and sustainable support to municipalities
- Identify and work with key partners in the execution of the Client's capacity building initiatives on development planning matters
- Undertake and or manage research initiatives leading to the development of local government position on development planning matters
- Undertake and or manage research on land development matters in order to assist the competitiveness of municipalities

- Facilitate knowledge sharing between municipalities on development planning matters
- Identify potential funders
- Present detailed project proposals and plans to funders for consideration
- Manage project funding and suppliers
- Identify project risks - economic, stakeholder, political and social
- Develop and maintain programme risk register and ensure that mitigation steps are applied
- Assign values to risks in order to understand financial implications of risk
- Highlight variances against programme budget
- Ensure expenditure against target
- Prediction of cash flow needs
- Ensures that detailed timesheets are kept ensuring control of all supplier payments
- Develop terms of reference for identified programmes
- Participate in procurement committees as required
- Adhere to procurement requirements and deadlines for identified programmes

Qualifications and experience

- Degree in Development Planning, Town and Regional Planning or related discipline.
- Registered Professional Planner or eligible for registration as a Professional Planner with SACPLAN
- At least 6 years' experience in Development Planning dealing with Spatial Planning, Land Use Management Integrated Development Planning and Economic Development, of which three years must be at managerial level
- Thorough understanding of Municipal Planning in relation to Land Use Management, Spatial Planning and IDPs.
- Knowledge of the various tools and techniques used when implementing development planning initiatives and the linkages between Spatial Planning and Economic Development.
- Business processes re-engineering in relation to Municipal Planning and its linkages to Economic Development
- Well-developed administrative and management capacity in a programme related environment
- Own car and driver's license

Core Knowledge, Skills and Behaviour

- Excellent people management and ability to communicate at senior management level to diverse individuals and groups, good people management skills, problem solving and decision-making ability
- Ability to provide quality customer service
- Exceptional communication skills, both verbal and written form
- Well-developed interpersonal and analytic skills
- Ability to communicate well with all levels of staff and stakeholders.
- Ability to use computers and computer systems and essential programmes
- High degree of technical project management knowledge, preferably in an economic development environment involving multiple projects. Ability to develop detailed project plans
- Basic knowledge of managing project finances and understanding of donor funding to ensure compliance with all financial reporting requirements

Interested candidates should forward their CVs to info@phandapersonnel.co.za on or before the **14 December 2021**.

Candidates who have not received any feedback from us after 6 weeks of the closing date must consider your application unsuccessful.