

KEY RESPONSIBILITIES – OMM AND THE INTEGRATED DEVELOPMENT PLANNING OFFICE

- Provide strategic support to the Office of the Municipal Manager (OMM)
- Ensure efficiency of the OMM to meet objectives and targets in line with Council's requirements and resource constraints
- Advice and support to MM on implementation of strategic decisions.
- Support to Senior Managers
- Drawing up of business plans for the OMM for development within the district.
- Monitor and report on development and implementation of strategic and operational policies and Council decisions and in respect of IDP and PMS.
- Liaise with local municipalities and other stakeholders as may be required by the MM.
- Preparation, management and control of OMM annual Capital and Operational Budget.
- Develop and manage a PMS in the OMM.
- Drafting of business plans to access outside funding and grants
- Oversee the development and implementation of strategic and operational policies in the OMM
- Oversee the OMM assets register
- Liaise with MM on time management.
- Oversee the development, monitoring, updating, and implementation of the IDP in the OMM and in liaison with the Office of the Executive Mayor, to ensure integration of all Council activities within the IDP.
- Oversee the development, monitoring, updating, and implementation of the PMS in the OMM to ensure integration of all PMS.
- Oversee of an effective OMM management and administration
- High level and confidential correspondence
- Oversee the provisioning of internal communications in conjunction with the Communications Officer.
- Ensure proper interface and communication between Directorates and Departments.
- Attend meetings and functions as directed by the MM
- Co-ordination and administration of the MM Forum and other for a as directed by the MM.
- Any other lawful instruction by the MM or Council.
- Execution of any delegated function.