



"To cultivate an environment within which the City of Tshwane can grow its human capital and the economy through the facilitation, implementation and management of developments with a specific focus on Economic Development and associated activities within Tshwane"  
TSHWANE ECONOMIC DEVELOPMENT AGENCY (TEDA)  
(A Municipal Entity of the COT)

## MANAGER: PERFORMANCE & MONITORING

### All-inclusive salary package (Ref. TEDA058/2018)

**Competencies and qualifications:** • Minimum BCom degree or related field of study • BCom Honours in related field will be ideal • 5-6 years' experience in Performance Management and Analytics and Reporting • Knowledge of financial management practices and reporting, compliance services and performance analytics, corporate governance and risk management • Exceptional skills in business awareness, strategic thinking, risk management and compliance management • Communication skills • Results and quality focus • Analytical and conceptual thinking • Judgement and decision-making skills • Valid driver's licence.

**Key responsibilities:** The incumbent will report to the Executive Manager: Strategy and Performance Monitoring and will be charged with the responsibility to: • Consolidate all business units' information to draft and review the strategic plan annually • Conduct quality assurance to check whether inputs are crafted properly to meet SMART criteria • Check alignment of the strategy plan to the mandate and City of Tshwane strategic objectives as part of the quality assurance process • Consolidate all business units' performance information to draft monthly, quarterly and mid-term performance reports for TEDA to the Senior Manager • Capture performance information onto the Quality Performance Reporting (QPR) system monthly and quarterly • Collect and reference performance information from business units quarterly and mid-term for purposes of internal auditing • Liaise with internal and external auditors on providing requested performance evidence • Facilitate the processes of inputting amendments from the Board onto the annual business plan • Engage with City Strategies and Planning on TEDA's reporting requirements.

**Closing date:** 22 June 2018 at 12:00.

**Applications can be submitted to [teda.jobs@tshwane.gov.za](mailto:teda.jobs@tshwane.gov.za) (please quote the reference number on your application).**

TEDA subscribes to the principles of employment equity in its recruitment processes.

Prospective employees will be subjected to security vetting.

**NB:** Applicants who have not received any correspondence from us within 6 weeks of the closing date can consider their applications unsuccessful.

