



POST	: PERFORMANCE INFORMATION MANAGEMENT OFFICER
JOB LEVEL	: CL
REGION	: EASTERN CAPE
LOCATION	: EAST LONDON
DURATION	: PERMANENT
PORTFOLIO	: PROGRAMME MANAGEMENT SERVICES UNIT
PURPOSE	:To ensure proper performance information management in the region is maintained and aligned with the organizational standards.
REPORTING	: ADMIN AND FINANCE MANAGER
REQUIREMENTS	:A National Diploma in Office Admin or Related Function. A driver's licence will be an added advantage. Minimum of three years of working experience in an office and/or admin related field. Competencies: Filing systems; Electronic and Manual Filing System; Administration Procedures and Document control. Skills: Communication Skills; Interpersonal Skills; Problem solving Skills; Computer literacy; Organising Skills and Report Writing.
DUTIES	: Client Reporting; Internal Performance Management and Reporting; Audit Readiness and Effective Programme and Project Management.
Enquiries	: Queen Malema at (012) 845 2120

The Independent Development Trust is an equal opportunity and affirmative action employer. Preference will be given to candidates whose appointment will enhance the gender and racial representivity of the organisation, in accordance with its equity plan.

Applications must be accompanied by an up-to-date curriculum vitae (including two contactable referees) as well as recently certified copies of all qualifications and the applicant's identity document.

To apply, please forward all CVs to jobs65@idt.org.za. Any questions about the application process may be directed to (012) 845 2000.

Note: Confirmation of appointment will be subject to the applicant undergoing verifications check and confirmation of the applicant's qualifications. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The IDT will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the IDT. The IDT reserves the right not to appoint anyone to the above post, and

to withdraw them, readvertise them or fill them by way of transfer or deployment if this is considered in the interests of service delivery.

Note: *The IDT reserves the right to place the candidate in a location and or project based on the business and operational requirements.* Confirmation of appointment will be subject to the applicant undergoing verifications check and confirmation of the applicant's qualifications. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The IDT will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the IDT. The IDT reserves the right not to appoint anyone to the above post, and to withdraw them, re-advertise them or fill them by way of transfer or deployment if this is considered in the interests of service delivery.

The closing date is 11 June 2023