

## **CHIEF POLICY ANALYST 11000054C**

### **Job Purpose:**

Develops and administers policy, strategy and strategic budgeting, legislation development, research and statistical analysis, information management tools, communication of research and policy findings by implementing all relevant legislative requirements in support of the Council's objectives.

### **Key Responsibility Areas:**

- Prepares, monitors and reviews the development and implementation of integrated development plan (IDP)
- Leads in collaboration with key stakeholders, the preparation of the Spatial Development Framework.
- Manages single and multi-sectoral projects with an aim of developing council strategy and policy
- Monitors the Municipal urban and rural environment in order to develop policy and strategy.
- Participates in the development of Local, Provincial, National and International policy and strategy.
- Evaluates, reviews and proposes strategic budgeting approaches.
- Participates in the development of Local, Provincial and National legislation.
- Undertakes quantitative and qualitative research projects of high degree of complexity and scale.
- Undertakes the development of strategic Municipal and socio-economic information
- Presents and communicates strategy, policy and research results.
- Leads and manages projects with strategic operational implications for Council.

### **Essential Requirements:**

- Relevant 3 year tertiary qualification.
- A Valid motor vehicle drivers license(Code EB)
- 5 Years relevant experience.

### **Preferred Requirements:**

- Relevant post graduate qualification.
- 6 Years relevant experience.

This post reports to SENIOR MANAGER (PROGRAMMES)