

NOTICE NO. HRM 03/04/2019

STAFF VACANCY

OFFICE OF THE MUNICIPAL MANAGER

1. SPU MANAGER

SALARY SCALE: - R504 780.00 – R655 227.00
(TASK GRADE 16)

KEY PERFORMANCE AREAS	REQUIREMENTS	EXPERIENCE
<ul style="list-style-type: none">• To manage the Special Programs Unit of the Municipality• To oversee the implementation of awareness campaigns and programs aimed at the empowerment of woman, youth, disabled persons, children and the elderly in line with the mandate of the Municipality• To provide technical assistance to special groups. Monitor and maintain special programs• To raise awareness, advocate and lobby for special programmes and projects of the special groups• To develop, review and implement socio-economic development policies and programmes in the special programmes unit to ensure special programmes mainstreaming• To promote relations between gender, youth, older persons, children and disability forums• To monitor and maintain the youths and children's	<ul style="list-style-type: none">• A Recognized 3-year B Degree in Social Science on in Public Administration• Excellent report writing skills• Computer literacy, good communication skills (written and verbal)• Good interpersonal relations and leadership skills• Must be in possession of a valid code 08 driving licence• Knowledge of the Local Government sector and related legislation• Strong supervisory skills• Ability to work under pressure	<ul style="list-style-type: none">• At least 2 years relevant experience

<p>advisory councils and HIV and AIDS Structures</p> <ul style="list-style-type: none"> • To present the unit in all integrated forums aimed at advancing programs for designated groups • To coordinate and ensure integration and alignment of SPU plans with broader departmental plans • To perform any related tasks and assignments as may be delegated by the Municipal Manager 		
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CLOSING DATE: - THURSDAY, 18 APRIL 2019 at 12:00

The Enoch Mgijima Local Municipality is an equal opportunity employer. People from designated groups are encouraged to apply.

Any person who endeavours to canvass either a Councillor or an Official for this position will immediately be disqualified.

A comprehensive Curriculum Vitae with a covering letter and certified copies of qualifications, ID & Driver’s License. Your covering letter should indicate the post applied for must be submitted to the Human Resources Department, Private Bag X7111, Queenstown, 5320 or 70 Cathcart Road, Town Hall Building, Queenstown.

OR

57 John Vorster Drive Sterkstroom

OR

Human Resource Department at 39 Smith Street, Molteno,5500.

OR

Human Resource Department at NO 12A Murray Street, Tarkastad, 5370.

Normal fringe benefits will be applicable.

Please note: If no response is received within a month after the closing date of this advert, your application must be regarded as unsuccessful.

Any persons who do not understand the content of this advert are invited to contact Mr M. Ngxobongwana at the Corporate Services office on 045 - 8072608 or 70 Cathcart Road, Komani during office hours.

*Umntu ongayiqondiyo lengxelo uyacelwa aqhakamshelelane no Mnu M.
Ngxobongwana kwi-ofisi ye-Corporate Services kule nombolo 045 - 8072608
kwanombolo 70 Cathcart Road, Komani ngamaxesha omsebenzi 08:00 ukuya kwicala
lentsimbi yesine.*

*Esi saziso singafumaneka ngolwimi lwesiXhosa kwi-ofisi ka Sosiba we-Dolophu;
kwisakhiwo seHolo yeDolophu, kwi- Cathcart Road kuKomani.*

S. NOMANDELA
ACTING MUNICIPAL MANAGER

TOWN HALL
CATHCART ROAD
KOMANI