



NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASE-NDWEDWE

The Ndwedwe Local Municipality, with its seat in Ndwedwe Village +- 50km North West of Durban, hereby invites suitably qualified and experienced individuals to apply for the position of: -

This post is re-advertised. All applicants who previously applied may re-apply

**Social Cohesion and Special Programmes Officer
Permanent
(Task grade 12, R294 572.43 per annum)**

KEY REQUIREMENTS

The incumbent must have Matric Certificate and a three- year National Diploma/Degree in Community Development/Public Administration/Management/ equivalent qualification plus a minimum of two years working experience with vulnerable groups in Local or Public sector. The applicant must have a Valid -Driver's licence minimum Code B.

KNOWLEDGE, SKILL & COMPETENCES

- Excellent verbal and written communication skills in both isiZulu and English.
- Have knowledge and experience in stakeholder relations management.
- Facilitation, negotiation and report writing skills.
- Computer literacy.

KEY RESPONSIBILITIES

- Initiate and maintain intersectoral co-ordination mechanisms within communities and the department.
- Translating and interpreting of municipal document to the vulnerable.
- Be responsible for linking beneficiaries of special programmes with relevant institutions/organizations for support.
- Co-ordinate and support Special Programmes and Projects.
- Participate and provide technical input in meetings/workshops concerning functionality of the Special Programmes unit within Ndwedwe Municipality.
- Assist the Manager in responding to letters of request from the community and the other stake holders.
- Ensure delivery of sustainable efficient and effective community driven programmes/projects.
- Coordinate all HIV and Aids programs in the municipality including arranging Local Aids Council meetings
- Facilitate emergency and special campaigns related to vulnerable groups.
- Conduct community surveys to determine social development and implementation of programmes/projects. Assist the manager with Operation Sukuma Sakhe meeting and programs.

BENEFITS

- 13th cheque, leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid, Housing subsidy.

CLOSING DATE: 11 FEBRUARY 2019

Written application letter together with comprehensive curriculum vitae (CV), certified copies of ID, drivers licence and all qualifications must be forwarded to: -

**The Acting Municipal Manager
Ndwedwe Local Municipality
P/Bag x 503, Ndwedwe, 4342**

Faxed, e-mailed, Z83 forms and late applications will not be considered.
Enquiries can be directed to **Human Resources Office Tel: 032 532 5000**
Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful.

The Municipality subscribes and promotes the principles of employment equity and affirmative action. Women are encouraged to apply.

APPROVED BY:

DATE:


**MR. MF HADEBE
ACTING MUNICIPAL MANAGER**

23/01/2019