



INTERNAL ADVERT

The Mkhambathini Municipality hereby invites suitable qualified applicants to apply for the following position:

DEPARTMENT: OFFICE OF THE MM

YOUTH CO-ORDINATOR -PERMANENT POSITION

REMUNERATION: R297 858.12 Per annum (Task Grade 11 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS:

- Grade 12
- Diploma in Public management, Administration, Community Development, Bachelor of social science /relevant 3 year tertiary qualification.
- Valid driver's license.
- 2 -3 years' experience.
- Fully computer literate (Ms Office. Ms word Ms excel and PowerPoint)

KNOWLEDGE SKILLS AND COMPETENCY

- Relevant legislation regulation and policies.
- Good communication skills both Verbal and written in English and Isizulu
- The ability to gather information, analyze issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications.
- Ability to work under pressure.

KEY PERFORMANCE AREAS

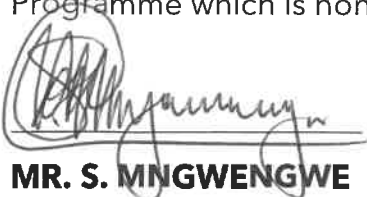
- Coordinating Outreach Programs through visiting wards within Mkhambathini Municipality, presenting challenges and opportunities facing Youth and drafting input from local communities.
- Coordinating celebrations of calendar events (National Youth Day, etc.) for the designated groups, and coordinating local meetings.
- Co-ordinate the implementation of youth development programmes that foster the culture of personal growth and development.
- Monitoring of youth initiatives to ensure maximum involvement and enhancement of programmes and reporting on deficiencies to the Manager.
- Facilitate capacity building workshops for NGOs, and forums, and facilitate youth forum meetings with Councillor's from each ward and evaluate the progress that has been made on youth development.

Application form (clearly stating the position you are applying for), together with a comprehensive CV and certified copies of qualifications must be sent to the: **The Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown 3720 or hand deliver at: No 18 Old Main Road, Camperdown, 3720.**

Closing date 30 August 2023 Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application unsuccessful.

Enquiries regarding the post can be directed to Ms. P.N. Ndlovu. Manager: Human Resources at 0317859345.

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist and based on merit.



MR. S. MNGWENGWE
MUNICIPAL MANAGER