

éDumbe Municipality

10 Hoog Street
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PAULPIETERSBURG 3180



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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Date: 05 December 2022

External Advert

éDumbe Local Municipality invites suitably qualified and experienced candidates to apply for the below positions. Women and people with disabilities will be given preference in accordance with Employment Equity Act.

POST: YOUTH DEVELOPMENT MANAGER

DEPT: EXECUTIVE

REF: EDUMP- 07/2022/23

PERMANENT POSITION

REMUNERATION IS (TASK GRADE 17: R 703 053.19 -- R 912 624.73) OF CATEGORY 1 LOCAL MUNICIPALITY PER ANNUM PLUS NORMAL FRINGE BENEFITS APPLICABLE TO LOCAL GOVERNMENT

MINIMUM REQUIREMENTS:

- Grade 12 (Matric)
- Appropriate Degree or equivalent qualification in Social Science and Community Development Studies (NQF L6).
- MFMP / CPMD will be an added advantage
- 3 - 5 years experience in local government and 2 years must be at a supervisory level
- Computer literate, People orientation, Problem solving, Community liaison, Conflict handling, good verbal and written communication & Budgeting skills, ability to work in a team and under pressure
- Valid South African driver's license

RESPONSIBILITIES:

1. Coordinating the implementation of funding policies for youth programmes by sourcing funds from government departments and establishing fund raising committees.
2. Analyzing reports on project/ programme expenditure and cash flow predictions in line with the approved budget.
3. Maximizing networking opportunities between the community and Non-Government and Government developmental organisations, using formal and informal channels.



4. Engaging in facilitation of programmes / capacity building initiatives for youth empowerment in relevant fields e.g. awareness campaigns, career & skills development, moral regeneration etc.
5. Liaising with National & Provincial Youth Development structures & agency and other stakeholders & role players, through meetings, correspondence and telecommunications to gather information on relevant programmes and joint ventures.
6. Perform other related duties as instructed by supervisor / superiors.

éDumbe Municipality is committed to Employment Equity, therefore, in these appointments; such factors will be taken into account. éDumbe Municipality is under no obligation to fill a post after the advertisement thereof. Correspondence will only be entered into with short listed candidates. If you have not heard from us within (one) 1 month of the closing date, please regard your application as unsuccessful. The council nevertheless appreciates the interest shown by applicant.

The applications accompanied by éDumbe Municipality Application form (to be obtained on the Municipal website), Application Letter, Curriculum Vitae, certified copies of Qualifications, copy of Identity Document, copy of drivers license and details of three (3) references and must be addressed to the:

Municipal Manager
éDumbe Municipality
Private Bag x 308
Paulpietersburg
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or Hand delivered at the Municipal Building No: 10 Hoog Street, Paulpietersburg. Failure to attach all required documents will disqualify your application. Faxed, Z83 form and e-mailed applications will not be accepted. If you have not been contacted after 30 days of closing date of advertisement, please accept that your application was unsuccessful. The Municipality reserves the right not to appoint.

CLOSING DATE for applications: 23 December 2022

Enquiries with regards to this post may be directed to (Human Resource Section) on 034- 995 1650 /1651 during office hours. No late applications will be considered.

éDumbe Municipality is an equal opportunity, affirmative action employer and is committed to empowering disabled people 



J.F.K. Khumalo
Municipal Manager