



Mafube Local Municipality

OFFICE OF THE MUNICIPAL MANAGER

64 J.J Hadebe Street
P O Box 2
FRANKFORT, 9830

Phone : 058 813 8110
Fax : 058 813 3072
E-mail: info@mafubemunicipality.gov.za

Enquiries: Mr. I. Ngozo

OUR REF: 10/1/1

Date: 31st August 2022

EXTERNAL ADVERT

MAFUBE LOCAL MUNICIPALITY INVITES APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES WITH THE NECESSARY DRIVE, ENTHUSIASM AS WELL AS DEMONSTRATING COMPETENCY AND ABILITY TO PERFORM THEIR BEST, TO APPLY FOR THE FOLLOWING VACANCY. APPOINTMENTS WILL BE MADE IN LINE WITH THE MAFUBE LOCAL MUNICIPALITY'S EMPLOYMENT EQUITY POLICY.

2. Directorate : Office of the Mayor
Post : Community Liaison Officer
Salary : R233 196.03 (Level 5/4) per annum
Duration : Fixed term contract linked to the term of office of the Public Office Bearer
Location : Frankfort
Ref : 10/1/2

Qualifications and Experience

Grade 12, Certificate in computer literacy or relevant Certificate in Public Administration or Community Development Studies. Knowledge of Youth development & Special Programme. 2-3 years relevant experience. Understanding local Government Administration and political structure. Valid driver's license.

Duties and Responsibilities

To work in partnership with young people, community services, Government agencies and the wider community to develop and implement appropriate responses to address the needs of young people in Mafube Local Municipality. Encourage young people to take leadership roles in the community. Liaising with all relevant stakeholders (internally and externally). Advocate for young people to assist in the process of attracting resources to meet the needs of young people. Support youth service providers to strengthen their capacity to respond to the identified needs of young people throughout the district. Be a point of contact for young people so as to connect them to various types of support they may need. Develop an activity plan to showcase the talent of young people. Assist the municipality in decision making process involving young people. Investigating and resolving all queries and problems raised by stakeholders and refer unresolved queries to the immediate supervisor implementing various administrative and coordinating functions of the Youth Programmes. Attending meetings related to the coordination and implementation of youth development projects/programs. Maintaining trends/statics with a view to establishing the feasibility of programmes/projects. Conducting on-site visits and provides guidance to other stakeholders as required. Facilitate the development, implementation and compliance to all policies, procedures and guidelines relating to youth development programs/projects. Updates the immediate supervisor on the development and implementing of youth development programmes/projects by preparing and submitting regular reports. Undertakes various special programmes/projects as sanctioned by the immediate supervisor.

Please note: Applications will not be acknowledged, should you not be contacted within three (3) months after the closing date of the advertisement, please consider your application unsuccessful. Qualifications

and SA citizenship checks will be conducted on all short-listed candidates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof. The municipality subscribes and promotes the principles of employment equity and affirmative action. The Municipality reserves the right not to make an appointment if, in its view, no suitable candidate could be found. Only candidate who meet the above mentioned competencies will be shortlisted. Successful candidates will be subjected to competency assessments, qualification verification, security vetting and criminal records checking.

Forward your applications to:

The Municipal Manager, Mr. L.J Ralebenya
Mafube Local Municipality
P.O Box 2
Frankfort, 9830

Or

Hand deliver applications at:


Municipal Building
64 JJ Hadebe Street
Frankfort, 9830

Applications must be accompanied by a signed covering application letter, a comprehensive CV and originally certified copies of: (ID) Identity Document, Driver's License and Qualifications.

NB: Faxed, e-mailed and late applications will not be considered

Enquiries: Mr. Isaac Ngozo (Acting Director Corporate Services), Tel: Tel: 058 813 8110/066 484 6747

Closing date: 22nd September 2022



Mr. L.J Ralebenya
Municipal Manager