



UMZUMBE MUNICIPALITY

UMASIPALA WASEMZUMBE



Directorate: Office of the Municipal Manager
Special Programmes Officer

Post Level 04 (R236 465.96 –R261 140.24 pa) plus R110 000.00 car allowance, cellphone allowance and 13th cheque
The incumbent will report directly to the Manager: Special Programmes

KEY REQUIREMENTS:

- Grade 12 certificate.
- Bachelor's Degree in Social Science NQF level 7 or National Diploma in Office Management, Public Management, Human Resources Management or equivalent.
- 2 years' experience in Municipal Environment.
- Good communication skills in isiZulu and English.
- Excellent verbal and written communication skills in both isiZulu and English.
- Computer literacy.
- A thorough understanding of local government.
- A valid driver's license.

RESPONSIBILITIES:

- Initiate and maintain intersectoral co-ordination mechanisms within communities and the department.
- 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 Umzumbe Municipality.
- Assist the Manager in responding to letters of request from the community and other stake holders.
- Ensure delivery of sustainable efficient and effective community driven programmes/projects.
- Facilitate emergency and special campaigns related to vulnerable groups.
- Conduct community surveys to determine social development and implementation of programmes/projects.

KEY ATTRIBUTES

- Ability to work under pressure.
- Ability to work in a team.
- Previous experience in Special Programmes unit will be and added advantage.
- Ability to understand community dynamics.
- Report writing skills.
- Project management skills.

Disabled persons are encouraged to apply 

CLOSING DATE: 31 MAY 2017

Application letter with a comprehensive CV, certified copies of Identity Book, driver's license and qualifications should be forwarded to: The Attention Human Resources Manager Umzumbe Municipality PO Box 561 Hibberdene 4220 or can be hand delivered to Mathulini MPCC, Sipofu Road Umthwalume 4186. All enquiries to be channeled to the Human Resources Manager (039 940 5444) Short-listed candidates will be required to produce their original documents and/or the verification/confirmation of documents. This should be established via the relevant verification authority and the responsibility will rest with the applicants themselves. Correspondence will only be sent to successful Candidates only. Applicants not contacted after 3 months must consider their application unsuccessful

Applicants must note that further screening will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on the screenings, which include security vetting, reference checks, contacting current or previous employer, validity of the qualifications and verification for any dismissal previously for a misconduct or poor performance.

STANDARD MUNICIPAL FRINGE BENEFITS ARE APPLICABLE:

Umzumbe Municipality is an equal opportunity employer and appointment will be made in terms of the Council's Employment Equity Plan, The appointment is made according to the Council's condition of service. Canvassing for these positions will lead to disqualification of applications. The Municipality reserves the rights not make an appointment

N.C Mgijima
Municipal Manager