

EMTHANJENI LOCAL MUNICIPALITY



NOTICE NO: 57/2023

(INTERNAL & EXTERNAL ADVERTISEMENT)

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant posts. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: CORPORATE SERVICES

OFFICE OF THE MAYOR: WARD COMMITTEE COORDINATOR

(CONTRACT SUBJECT TO THE POLITICAL TERM OF THE MAYOR)

Remuneration:

Basic salary: R 280 241.00 per annum (Task level10)

Minimum Requirements:

- Grade 12
- Computer Literacy: MS Office
- Two (2) years' relevant work experience

Other Requirements:

Good communications skills. Bilingualism. Negotiation Skills. Problem solving and analytic skills. Good project management skills. Conflict management skills. Report writing, including minute taking. Attention to detail.

Key Performance Areas:

The incumbent of the post will be responsible for:

- The establishment of ward committees.
- Administrative support to ward committees and community.
- Execute the role of secretary and capacity building of ward committees.
- Compile the ward committee operational plans based on the planning requirements agreed upon by the ward committee.
- Monitoring and evaluation of ward committee performance.
- Determine community needs and priorities.
- Community awareness raising and mobilization.
- Monitor and evaluate projects and programmes in the Office of the Speaker.
- Provide feedback to all role players on concerns raised during ward committee and public meetings.

- Arrange all venues, catering, transport, audio visual, security services and venue settings.
- Liaise with the Speaker's office, Ward Councillors, Ward Committees and Communities
- Prepare and submit monthly plan and reports on all Ward committee related activities to the immediate superior.
- Act as an advisory body on council policies and matters affecting communities in the ward.
- Monitor the implementation of ward plans, programmes and ward discretionary funds.
- Coordinate ward programmes.
- Make representations and recommendations on local government issues in their wards.
- Communicate between the municipality and the people through the ward councillor.
- In addition, the ward committee coordinator is responsible for preparing an agenda for the meeting, reviewing department reports, and distributing the agenda.

Interested persons are requested to submit completed application forms, which can be found on the website of Emthanjeni Local Municipality at www.emthanjeni.co.za, or at all Emthanjeni Municipal offices together with a comprehensive CV and certified copies of qualifications. For enquiries contact the Manager in the Mayor's Office, Ms Amanda Penxa at 053 632 9100.

Closing date: Friday, 25 August 2023 at 12h00

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within thirty (30) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- Correspondence will be limited to short-listed candidates.

**HD MOLAOLE
MUNICIPAL MANAGER
EMTHANJENI MUNICIPALITY
PO BOX 42
DE AAR
7000**

Tel: 053 632 9100