

EMTHANJENI LOCAL MUNICIPALITY



NOTICE NO: 58/2023

(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: PUBLIC PARTICIPATION 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 analytical 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:

- Support to the immediate superior with the establishment of regional forums to serve as avenue to facilitate functional information and receive public comment.
- Provide feedback to all role players on concerns raised during public meetings.
- Support in the drafting of and implement public participation plan as consulted with all Councillors and officials.
- 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 public participation related activities to the immediate superior.
- Conduct community surveys and compilation of community profiles

- Consultation with individuals, groups entities, etc.
- Establish Community committees and forums and submit reports to relevant sector departments.
- Determine community needs and priorities.
- Act as an advisory body on council policies and matters affecting communities.
- Community awareness raising and mobilization.
- Responsible for co-ordination of meetings with governmental departments.

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 Office of the Mayor, 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
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