

INXUBA YETHEMBA MUNICIPALITY



EXTERNAL ADVERTISEMENT

Notice: 30/2022

Inxuba Yethemba Municipality is a Category B Municipality in the Chris Hani District covering the towns of Cradock and Middelburg (EC). Inxuba Yethemba Municipality is an equal opportunity employer and subscribes to the principles of employment equity as espoused in the relevant legislation.

POSITION : **SPU COORDINATOR**
TASK GRADE : **T11**
SALARY SCALE : **R275 940 – R358 164.00 per annum, plus benefits**

REQUIREMENTS

- Matric/Grade 12
- Bachelor's Degree or National Diploma in Community Development or any other relevant qualification at NQF Level 7
- Computer Literacy
- 2-3 years relevant experience
- Valid Driver's License
- Good communication skills and be able to speak at least two (2) of the of three (3) languages (Xhosa, English and Afrikaans)

KEY RESPONSIBILITIES (include but not limited to):

- Facilitating & coordinating the development of the Municipal gender policy, youth strategy, integrated disability strategy, senior citizens strategy and the HIV/AIDS strategy
- Co-ordinate and support the special programmes and projects of Inxuba yethemba Municipality
- Coordinating the implementation of funding policies for special projects and youth, senior citizens, disabled and HIV/AIDS programmes
- Ensure delivery of sustainable, efficient and effective community driven programmes/projects
- Facilitate special campaigns related to vulnerable groups supported within the SPU
- Conduct community surveys to determine social development and implementation of programmes/projects
- Maintain good public relations with the public.

Notice 54/2022

POSITION : **PUBLIC PARTICIPATION OFFICER**
TASK GRADE : **T11**
BASIC SALARY : **R275 940 – R358 164.00 per annum, plus benefits**

REQUIREMENTS

Matric/Grade 12 ● ND or B. Degree in Public Administration/ Political Science/Social Science ● 3 years relevant experience as a public participation officer in Local government ● Valid Driver's License

KEY RESPONSIBILITIES (include but not limited to):

- Monitoring of logistical arrangements for events and confirming participation of community stakeholders on Council Programmes
- Coordinating of public involvement processes during budgetary and IDP road shows, including community involvement

on Policy Development • Develop municipal public participation and communication programs and strategies. • Disseminating information to Sector Departments, Community based Imbizo, Public consultative meetings • Facilitating meeting with the various stakeholders such as various government department, community based organization to promote intergovernmental relations • Participation in the process of establishing ward war rooms in all wards and continuous provision of support for proper functioning of war rooms together with Community Participation Liaison Workers and Community Development Workers • Monitoring of public involvement processes during budgetary and IDP road shows • Design, initiate and institutionalize customer satisfaction surveys to ensure citizen feedback and to improve service delivery

For general enquiries contact Ms T Mgweba; tmgweba@iym.gov.za on telephone no: 048 8015024/5116.

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests. Application forms are available on the Inxuba Yethemba website (www.iym.gov.za). A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be **Hand delivered to the Human Resources Section, Inxuba Yethemba Municipality, 01 JA Calata Street Cradock 5880** or sent by post to the **Acting Municipal Manager Inxuba Yethemba Municipality, P.O. Box 24 Cradock 5880.**

Candidates from the designated groups, including those with disabilities, are encouraged to apply.

Please take note: • **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted • **No late applications will be considered.** Canvassing of Councilors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification • If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful • **Inxuba Yethemba Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.**

CLOSING DATE: 13 MAY 2022



MR M.W. MBEBE
MUNICIPAL MANAGER