



MOHOKARE
LOCAL MUNICIPALITY

P. O. Box 20, Zastron, 9950
Tel: 051 673 9600
Fax: 051 673 1559
E-mail: info@mohokare.gov.za
www.mohokare.gov.za

Mohokare Local Municipality subscribes to the principles of employment equity act. It is the municipality's intention to promote equity (race, gender and disability) through the filling of this position.

Applications are invited from suitably qualified persons to fill the following position.

LOCAL ADVERT

YOUTH DEVELOPMENT OFFICER(1)-ZASTRON

REMUNERATION: R242 040.00 (P.A) Entry Level Plus benefits
DURATION: Attached to the term of office of the Mayor
REPORTING TO: The Mayor

KEY REQUIREMENTS:

Applicant must be in possession of a Grade 12 Certificate , knowledge of computer (MS Office) will be an added advantage. A sound knowledge of administration and Sound interpersonal relations. A valid driver's license is essential. 1- 2 Years' experience in the Office environment.

KEY RESPONSIBILITIES:

- Reporting and recommendations for effective operations of the youth development section of the council.
- Research, analyzing , planning, develop and implement youth development programs.
- Oversee implementation and sustainability of youth development projects.
- Oversee the provision of secretarial support service to the Councillors regarding youth development programs.
- Perform general office administration, secretary functions and write reports in the Mayoral office.
- Time to time interaction with youth in general within Mohokare.
- Compile monthly reports on youth development programs.
- Being able to convene or attend Youth Development forums.
- In order to ensure adequate support is made available to enable the accomplishment of specific administrative reporting deadlines.
- Perform Duties as assigned by Mayor

PLEASE NOTE: Canvassing for appointment is highly discouraged and you are further advised that the council has the right to appoint any candidate if it is in view that no suitable candidate could be found.

MOHOKARE LOCAL MUNICIPALITY
MUNICIPAL MANAGER
APPROVED

Date: 19-05-2017

Signature:

Issued by:	Management Representative	Date: 19-05-2017	Document Name:	Advertisement For Employment
Approved by:	Municipal Manager		Document Number:	MMOHRM013
Issue Date:	20 January 2016	Signature:	Revision Number:	03/2016
Review date:	1 June 2018		Copy:	Controlled Copy



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CLOSING DATE: 29 May 2017

For any enquiries contact the Human Resource Department at 051- 673 9600

A comprehensive application letter and CV as well as certified copies of qualifications and identity document must be submitted for the attention of:

Municipal Manager
Mohokare Local Municipality
P.O. Box 20
Zastron,
9950

Faxed, emailed and late applications will not be accepted. The successful candidate will be subjected to the verification of qualifications and any relevant checks and competency assessments.

Applicants are respectfully informed that if no notification of appointment is received within 30 days of the closing date, they must accept that their application was unsuccessful. Correspondence will be limited to shortlisted candidates' only. Mohokare Local Municipality reserves the right to/not to make an appointment to the above advertised position.


Acting Municipal Manager
L.V Ngoko-Rametse

MOHOKARE LOCAL MUNICIPALITY
MUNICIPAL MANAGER
APPROVED
19-05-2017
Signature: 

Issued by:	Management Representative		Document Name:	Advertisement For Employment
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