

KNYSNA MUNICIPALITY



Applications are hereby invited from suitably qualified individuals with enthusiasm for the following career opportunity in our dynamic organisation:

DEVELOPMENT OFFICER SOCIAL SERVICES **Social Services Section** **DIRECTORATE COMMUNITY SERVICES**

TASK LEVEL 12
R200 904 to R260 760 (Basic Salary)
R308 827 to R386 183 (Total Remuneration Package)

Focus Areas of Post:

Youth Development
Gender Awareness
Aged
Early Childhood Development
HIV & AIDS
Disabled

KEY PERFORMANCE AREAS FOR ABOVEMENTIONED FOCUS AREAS:

- Assist with the development of Programmes and Structures
- Implementation of Programmes and Structures in line with the Local, Provincial and National Policies
- Implementation of National and Provincial Legislation
- Plan, implement, co-ordinate, monitor and evaluate projects
- Implement and promote comprehensive awareness raising and education programmes
- Co-ordinate special events and programmes
- Liaise with external roleplayers as well as relevant Government Departments
- Attendance\representation on various Committees
- Engage with line function heads and portfolio Councillors
- Mobilize and secure external financial resources
- Collate resources, research and knowledge
- Compile and submission of monthly reports
- Supervision of staff for section

MINIMUM REQUIREMENTS:

A B Degree in Development Studies or tertiary qualification related to Social Services
At least 3 years experience in Social Services sector
Computer Literacy in Microsoft Package
Valid Code B or EB Drivers License
Good communication, human relations and interpersonal skills

Ability to interact and collaborate with other organisations
Energetic, dynamic and creative approach to project management
Written proof of community involvement in above focus areas
Self Starter

The incumbent will be required to make use of their private vehicle for official purposes.

The successful incumbent will be required to from time to time perform overtime duties as well as Public Holidays.

Applicable Municipal benefits will apply.

Appointments will be made according to the Council's Employment Equity Plan, which ensures representation of designated groups in the Municipality.

Application Forms are obtainable from the Reception. Applications must be clearly marked "DEVELOPMENT OFFICER SOCIAL SERVICES" and returned to the Human Resource Department or Fax Number: (044 3026333) or email: knysna@knysna.gov.za

CLOSING DATE: 22 MAY 2013

Please note: If you receive no notification regarding this advertisement within one month of the closing date, please assume that your application was unsuccessful.

L WARING

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.