

KNYSNA MUNICIPALITY



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

YOUTH ADVISORY INTERN X4
Areas: Sedgfield, Rheenendal, Hornlee and Khayaletu\White Location
Social Services Section
DIRECTORATE COMMUNITY SERVICE
Remuneration is at: R 2 500.00 p.m.
1 Year Contract

Key responsibilities of the position will be:

- ❖ Assist in implementing programmes provided by the Youth Desk
- ❖ Market the Youth Desk in all areas of the community
- ❖ Provide information on all products and services for the Youth
- ❖ Mobilize young people to actively participate in youth development activities in the community
- ❖ Assist with planning, Organizing and co-ordination of various events
- ❖ Create working relations with other youth organisations and structures, NGO's and faith based organisations.
- ❖ Assist clients with basic computer skills, Entrepreneurship development and job preparation (CV writing and interview skills)
- ❖ Record and report statistics

Skills / knowledge required:

- ❖ Matric
- ❖ Written proof of community involvement focusing on gender development
- ❖ Computer Literacy (MS Office)
- ❖ Evidence of good listening and group facilitation skills
- ❖ Ability to effectively present information to members of the public and media
- ❖ Understanding the concept of youth development
- ❖ Team leadership skills will be an added advantage
- ❖ Self Starter
- ❖ Initiative

Application forms are obtainable at RECEPTION. Applications must be clearly marked "YOUTH ADVISORY INTERN" and returned to the Human Resource Section or Fax Number (044 3026333) or email knysna@knysna.gov.za

Preference will be given to unemployed youth.

CLOSING DATE: 22 MAY 2013

L WARING

MUNICIPAL MANAGER