

KNYSNA MUNICIPALITY



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

YOUTH ADVISORY INTERN X5

Areas: Sedgefield, Rheenendal, Hornlee, Khayaletu and White Location

Social Services Section

DIRECTORATE COMMUNITY SERVICE

Remuneration is at: R 3 000.00 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
- ❖ Actively involved in community development programmes
- ❖ 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 of youth development within context of development communication
- ❖ Team leadership skills will be an added advantage

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: 5 JUNE 2014

L WARING

MUNICIPAL MANAGER