

KNYSNA MUNICIPALITY



Knysna

Municipality ♦ Munisipaliteit ♦ uMasipala
INCLUSIVE. INNOVATIVE. INSPIRED.

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

**YOUTH DEVELOPMENT OFFICER
SOCIAL SERVICES
DIRECTORATE: COMMUNITY SERVICES**

Task Level 12
R298 752 to R387 696 (Basic Salary)
R445 290 to R560 170 (Total Cost to Council Package)
Applicable Municipal benefits will apply.

MINIMUM QUALIFICATIONS & REQUIREMENTS:

Matric

Diploma in Youth Development or relevant qualification in Community Development field

Code B drivers licence

At least 2 years' relevant experience in the field of Youth Development and management of Youth Development Projects

Ability to work independently & use your own initiative

Work under pressure and willing to work overtime

Knowledge of event management

KEY PERFORMANCE AREAS:

- Planning, implementation, co-ordination of youth related programs and projects
- Establish and maintain effective administrative systems and process and reporting for the Section
- Planning, implementation, co-ordination of youth related projects and events
- Manage the Financial aspects of the Youth Development Section
- Co-ordinate work to be performed and guide the activities of subordinates
- The assurance of a safe and healthy work environment for employees to perform their work safely

All applications will be considered, but in terms of its Employment Equity Target, the Municipality would prefer to appoint a Coloured or Indian Female or an African or Indian Male if a suitable candidate in that category can be identified.

DIRECTION TO CANDIDATES:

All applicants **MUST** complete a Knysna Municipality application form. Applications must be accompanied by a comprehensive CV with certified copies of qualifications (**not older than 3 months**), copies of training, experience, competency and previous employment record. Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.

Application forms are obtainable from Reception at the Main Municipal Offices in Clyde Street, Knysna and the Municipal website: www.knysna.gov.za. Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: vacancies@knysna.gov.za.

Please note: Correspondence will **ONLY** be entered into with shortlisted candidates. Should candidates not be contacted within three months after the closing date, they may accept their application as unsuccessful.

CLOSING DATE: 8 AUGUST 2019

Dr SW VATALA

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.