

KNYSNA MUNICIPALITY



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

YOUTH ADVISOR X3 (KHAYALETHU, RHEENENDAL & SMUTSVILLE) Social Services Section DIRECTORATE: COMMUNITY SERVICES

**R116 184 to R150 744 (Basic Salary)
R206 672 to R251 655 (Total cost to Council Package)
2 Year contract**

KEY PERFORMANCE AREAS:

- Assist with implementing programmes provided by the Youth Desk
- Marketing 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, organising 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)
- Networking with Provincial and National youth structures
- Record and report statistics

MINIMUM QUALIFICATIONS & EXPERIENCE

Matric

A tertiary qualification (NQF level 5 or NQF Level 6) will be an added advantage

Actively involved in community development programmes

Computer Literacy (MS Office Package)

Proven experience in Business application writing

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

All applications will be considered but in terms of its Employment Equity Plan the Municipality would prefer to appoint an Indian Female or an 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: knysna@knysna.gov.za.

Please note: Preference will be given to unemployed youth. Correspondence will **ONLY** be entered into with shortlisted candidates.

CLOSING DATE: 10 AUGUST 2018

M BOYCE

ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.