

KNYSNA MUNICIPALITY



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

<p>YOUTH ADVISOR Area: Sedgefield Social Services Section DIRECTORATE COMMUNITY SERVICE</p>

<p>R108 216 to R140 400 (Basic Salary) R 196 301 to R238 191 Total Cost to Council Package 1 Year Contract</p>

Key responsibilities of the position will be:

- ❖ 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

Skills / knowledge required:

- ❖ 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

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: 25 NOVEMBER 2016

B R ELLMAN

ACTING MUNICIPAL MANAGER