



JOZINI MUNICIPALITY (KZ 272)

Private Bag X028, Jozini, 3969

Circle Street, Bottom Town, Jozini

Tel: (035) 5721269 Email: bnyawo@jozini.org.za Fax: (035) 5721423

JOB ADVERTISEMENT

POSITION : SPECIAL PROGRAMMES OFFICER: WOMEN, THE AGED, GENDER, CHILDREN AND MEN

DEPARTMENT : MANAGEMENT

LOCATION : JOZINI MUNICIPALITY

JOB GRADE : R137 078 PER ANNUM (BASIC)

REPORTS TO : SPECIAL PROGRAMME MANAGER

CLOSING DATE : 30 APRIL 2014

A vacancy exists for the above position.

The Job Content is described in terms of the Objectives and Outputs.

OBJECTIVES

To provide effective and efficient co-ordination and integration of Special Programs mentioned below.

OUTPUTS

ENSURING THAT SPECIFIC NEEDS FOR WOMEN, THE AGED, GENDER, CHILDREN AND MEN ARE MET BY:

- Develop and coordinate the implementation of Municipality's constituency and outreach programme
- Implement and monitor special programmes policy dealing with women, the aged, gender, children and men and any other structure as identified by the Municipality.
- Interacting with community based structures to facilitate alignment of needs and priorities, creating awareness and encouraging participation.
- Attending to arrangements in respect of specific events/ programmes in accordance with budgetary allocations in order to ensure social upliftments and development objectives are accomplished.
- Integrate all special programmes and strategies into the Municipal IDP and perform all other duties related to Special Programmes
- Promoting change in terms of women, the aged, gender, children and men
- Collaborating with all relevant stakeholders in implementing awareness projects
- Performing secretariat duties during the forum meetings

COMPETENCIES

Skills:

- Computer Literacy, MS Office Application
- Good Communication Skills both Verbal and Written
- Driver's License

Knowledge:

- Knowledge in Local Government would be an added advantage



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REQUIREMENTS

Qualifications:

- A Relevant Degree or National Diploma or Equivalent (NQF Level 5)

Experience:

- 1-2 years related experience in Special Programs
- Experience in Public Services would be an added advantage

NB: This post is woman targeted post.

The Company's approved Employment Equity Plan and Targets will be considered as part of the recruitment process.

Please forward your application to HR Manager Jozini Municipality, Private Bag X 028, Jozini, 3696. Application letters should be accompanied by comprehensive CV together with certified copies of qualifications, ID Copy and Driver's license. Incomplete CV's will not be considered.

Faxed and Emailed applications are not allowed.

Approval by MM Yes / No

Signature: _____

Date: _____

MR B NTULI: MUNICIPAL MANAGER