



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 Coordinator: Youth, Sports & Recreation, Arts & Culture and People living with Disability
DEPARTMENT	: Management
LOCATION	: Jozini Municipality
JOB GRADE	: T13 (R200 000.00)
REPORTS TO	: Special Programme Manager
CLOSING DATE	: 06/09/2013

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 YOUTH, SPORTS & RECREATION, ARTS & CULTURE AND PEOPLE LIVING WITH DISABILITY ARE MET BY:

- Develop and co ordinate the implementation of Municipality's constituency and outreach programme
- Implement and monitor special programmes policy dealing with youth, the disabled, sports clubs / associations 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
- Encouraging the formation of Youth Forum/ Council in all wards within Jozini Municipality
- Organizing meetings in consultation with Youth Forum / Council Chairperson and taking minutes thereof and submit to Special Programs Manager
- Organizing Mayoral Cup and other Sports Competition to identify and promote new talented Youth in sports
- Organizing SALGA Games at Local, Municipal and Provincial Level
- Liaising with all Federations and Department of Sports and Recreation to promote sports
- Encouraging Artist to take part in their cultural activities, e.g. Zulu Dance, Isicathamiya, Maskandi, Speech & Drama etc.
- Encouraging the formation of Disability Forum / Council within Jozini Municipality



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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

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

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