

## EXTERNAL ADVERTISEMENT

Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following positions.

### DEPARTMENT OF SOCIAL DEVELOPMENT

#### Community Development Clerk

**Salary Scale: R127 771.57 – R165 862.45 Per Annum (T6)**

**Applicable Benefits: Medical aid, Pension, 13<sup>th</sup> Cheque, Home Owner's Allowance**

#### Minimum Requirements:

- Grade 12 Certificate
- Bachelor of Social Science/ National Diploma in Community Development or equivalent qualification
- 1 year's experience in community development environment / special programs
- Computer Literacy
- Good communication and facilitation skills
- Be fluent in English and IsiZulu
- Valid driver's licence

#### Key Performance Areas:

- Provide Secretariat support to the Community Development Unit
- Assist in coordinating Gender Programs and ensuring functionality of gender forums.
- Assist in data collection and compilation of database.
- Perform clerical/ administration duties.
- Assist in co-ordinating the Operation Sukuma Sakhe programmes (OSS) and other unit programs.
- Assist communities in accessing services offered by the Municipality and other Government Departments.
- Attend community meetings and Imbizo to collect information on community needs and provide the required support.
- Perform any other duties as instructed by the Supervisor.

#### Youth Clerk

**Salary Scale: R127 771.57 – R165 862.45 Per Annum (T6)**

**Applicable Benefits: Medical aid, Pension, 13<sup>th</sup> Cheque, Home Owner's Allowance**

#### Requirement

- Grade 12 Certificate
- Bachelor in Social Science/National Diploma in Public Management or Public Administration
- 1-2 years' experience in Special Programmes and Community Outreach Programmes in the Local Government
- Computer literacy
- Good communication and facilitation skills

- A valid driver's license.

### **Key Performance Areas**

- Assist in Monitoring and evaluation of Youth Programs within the municipality
- Ensure that the community is informed about the youth's special programmes.
- Assist the Youth Officer in compiling regular reports (Monthly, Quarter Mid-term and Annual Reports) regarding new developments, implementation actions for Youth Development Programs
- Attending and participating in national, provincial and district meeting and activities
- Assist the unit in making sure that the Youth Forums are established and functional.
- Ensuring the implementation of the Youth Policy and Strategy.
- Attending day to day youth programmes' issues
- Perform clerical and administrative duties .
- Perform any other duties assigned by the Supervisor.

### **HIV/AIDS Clerk**

**Salary Scale: R127 771.57 – R165 862.45 Per Annum (T6)**

**Applicable Benefits: Medical Aid, Pension, 13th Cheque, Homeowner Allowance**

### **Minimum Requirements:**

- Grade 12 Certificate
- Bachelor in Social Science/National Diploma in Community Development or equivalent qualification
- 1 year's experience in community work programmes/ special programs
- Computer literacy
- Good interpersonal and communication skills
- A valid driver's licence.

### **Key Performance Areas:**

- Development, maintenance and updating of database of all existing support groups and Community members assisting in HIV/AIDS related cases
- Providing support in departmental events
- Planning HIV/AIDS awareness campaigns
- Communicating with other related stakeholders, departments, clinics or NGOs and accessing case files and records and treating all information with utmost confidentiality
- Assisting in identifying communities in need and case referrals
- Providing assistance to existing support groups and counselling needs associated with diseases and treatment
- Coordinate educational support about devastating effects of the disease to sufferers and their family members

**Ubuhlebezwe Municipality is an equal opportunity, affirmative action employer.**

**A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificates and Identity Document, must be forwarded to: The Municipal Manager, P. O. Box 132, Ixopo, 3276 by not later than 16h00 on 28 May 2021. Alternatively, applications can be hand delivered at: Ubuhlebezwe Municipality, 29 Margaret Street, Ixopo, 3276. Faxed applications will not be accepted. If you do not hear from Council within 30 days of the closing date, please consider your application as unsuccessful. All enquiries should be directed to the HR Officer, Ms B Nondabula at (039) 834-7700.**

**Council reserves the right not to make any appointments into the abovementioned positions.**

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**GM Sineke**

**Municipal Manager**