FRANCES BAARD

DISTRICT MUNICIPALITY / DISTRIKSMUNISIPALITEIT
MASEPALA WA SEDIKA / U MASEPALA WE SITHILI

Frances Baard District Municipality is a dynamic equal opportunity employer where goals are achieved through teamwork and the pursuit of excellence in service delivery. The municipality has the following vacancy:

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER
VACANCY: MANAGER: YOUTH CO-ORDINATION

Ref. no: 12/26

CONTRACT POST
TASK 16

Fixed term contract linked to the term of office of the public office bearer which is performance based.

Basic salary: R619 428.00 – R897 420.00 per annum (plus contractual benefits: Pension, Medical aid scheme, Group life insurance, Motor vehicle allowance, Housing subsidy, 13th cheque).

Requirements: The applicant must be in possession of a National diploma or B Degree in Social Work, Education, Youth Development, Community Development, Psychology, or Public Administration or equivalent qualification. Sound understanding of youth legislation. 3 – 5 years' experience in youth development field on supervisory level. A valid code 8 Drivers' license. Computer Literacy.

Knowledge, Skills, Training and Competency required: Excellent prioritising and ability to manage a variety of tasks simultaneously. Ability to work in a pressurised environment. Proven organisational skills and information flow. Good inter-personal skills. Co-ordinate incoming and outgoing correspondence. Willingness to work outside normal working hours.

Key performance areas: Managing the implementation and monitoring of the Municipality's Special Programmes that has the intention and purpose of addressing a diverse range of social issues such as the empowerment of women, youth, the elderly and disabled, HIV Aids, Communication Recreation and Sports, etc by giving consideration to development and empowerment needs through investigation, engagement and evaluation, identifying with opportunities to network and involve broader social development interest groups, formulating the programme brief, scope, resource model and deliverables, overseeing the execution of the communication strategies to improve awareness and understanding and monitoring project processes and acting on variations, conflicts, constraints, further consultation and project close out or transfer procedures to beneficiary communities in order to ensure a positive contribution is made towards improving the quality of life and capacity of the local population to participate and own the social development processes. Formulating plans encapsulating approaches to encourage and involve communities in social improvement and empowerment initiatives and forwarding to the immediate superior for perusal and comment. Examining, analyzing and evaluating programme delivery content with a view to developing proposals/ business plans outlining planned courses of action to support key project deliverables and forwarding to business/ developmental agencies to solicit funding/ sponsorships for programmes/ events. Discussing and prioritizing programmed actions for specific social interest, health and development initiatives. Checking and commenting on the adequacy of budgetary provisions to support social upliftment, empowerment and development plans and programmes. Maximizing networking opportunities between the community and Non-Government and Government developmental organisations.

Appointments will be made according to the municipality's employment equity policy and affirmative-action practices. The completion of application forms is mandatory, and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by originally certified copies of ID and qualifications not older than 3 months. Applications should be forwarded to the following postal address: THE MUNICIPAL MANAGER, FRANCES BAARD DISTRICT MUNICIPALITY, PRIVATE BAG X6088, KIMBERLEY 8300 or hand delivered to: 51 DRAKENSBERG AVENUE, CARTERS GLEN, KIMBERLEY.

Application forms are available from the municipal office and/or may be downloaded from the municipal website; www.francesbaard.gov.za. Enquiries can be directed to: Mrs. Pulane Matsitse/Ms. Lesedi Thomas, Tel: 053-838 0912/911.

Note: Designated groups, including people living with disabilities, are particularly encouraged to apply. FAXED OR EMAILED APPLICATIONS WILL NOT BE CONSIDERED. Successful candidates will be subjected to a compulsory reference and validation checks. The District Municipality reserves the right to make no appointments.

Closing Date: 04 December 2026

MUNICIPAL MANAGER, MS ZM BOGATSU