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: SPECIAL PROGRAMMES OFFICER

Ref. no: 14/26

CONTRACT POST
TASK 14

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

Basic salary: R532 620.00 – R691 428.00 (plus contractual benefits: pension, medical aid scheme, group life insurance, housing subsidy, 13th cheque).

Requirements: The applicant must be in possession of a National Diploma or Bachelor's Degree in Social Sciences, Public Administration, Public Management or equivalent qualification. Sound understanding of managing social development projects. 2 – 3 years' experience in community development work and transversal issues. Excellent reporting, writing and communications skills. Willingness to travel (within the district). A valid code 8 Drivers' license.

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. Willingness to work outside normal working hours

Key performance areas: Applying specialized interactive and co-ordinative techniques to align or develop appropriate community social development programmes 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, executing communication strategies to improve awareness and understanding and monitoring project processes related to interventions in sport, HIV/ Aids support and transversal issues 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 social development processes. Formulating plans encapsulating approaches to encourage and involve communities in social improvement and empowerment initiatives and forwarding to the immediate superior and District Municipality for perusal and comment. Examining, analyzing and evaluating programme delivery content with a view to developing proposals or business plans outlining planned courses of action to support key project deliverables and, forwarding to business/ developmental agencies to solicit funding/ sponsorships for programmes. Maximizing networking opportunities between the community and Non-Government and Government developmental organisations, using formal and informal channels, i.e. attendance at meetings, discussions and making available/ eliciting detailed needs based information.

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