



An area of unfound diversity



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Xhariep District Municipality comprises of the following Local Municipalities; Kopanong, Letsemeng and Mohokare, Xhariep District Municipality subscribes to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past. The administrative offices of the municipality are situated at Trompsburg; which is 125 km's south of Bloemfontein.

To this end, the municipality seeks to fill the following vacant position:

POST NO	EXTERNAL JOB ADVERTISEMENT(FIXED TERM CONTRACT)	
1	Job Title	Youth Development Officer
	Reporting	Manager in the Office of the Executive Mayor
	Responsibility	<ul style="list-style-type: none"> ➤ To coordinate and facilitate the implementation of strategies, policies and legislation within the municipal area and ensure that the Municipality is responsive to the development of the youth in terms of the IDP and other guidelines ➤ Develop, implement and maintain strategies, policies and programmes to promote sustainable youth development structures ➤ Liaise with all stakeholders (Intergovernmental Relations, Communications/Media Relations, Public Participation Offices and National Youth structures to promote /support national/provincial/local youth development initiatives) ➤ Deal with general matters to ensure promotion of youth development initiatives ➤ To design, implement and evaluate a variety of activities, programs and events for young people utilising existing and potential resources ➤ To ensure that young people are consulted and participate in the development of youth activities, programs and events. ➤ To advocate for the rights and needs of young people and build their capacity through personal and professional development. ➤ To act as a reference point for issues and concerns relating to the youth of the District. ➤ To contribute to community services team activities and strategic development.
	No. of	1

	positions	
	Qualification	Senior Certificate and Tertiary qualifications would be an added advantage
	Remuneration	R319 317.84 (Total Cost to Employer)
	Experience	1 year
	Knowledge and Skills	<ul style="list-style-type: none"> • Good Communication Skills • Computer Skills • Report writing Skills • Administration Understanding.
	Behavioural Competencies	<ul style="list-style-type: none"> • Emotional Intelligence • Business Acumen complemented by astute strategic and lateral thinking. • Confidentiality • Integrity • Working on strict deadlines • Ability to work unsocial hours.
	Instructions to applicants	<ul style="list-style-type: none"> ❖ Applicants are informed that all the necessary checks/ vetting to ensure suitability will be conducted. ❖ Applications should include a covering letter; resume and certified copies of qualifications and ID. ❖ The reference checks will be done to all shortlisted candidates. ❖ No email or faxed applications will be accepted. ❖ Should applicants not hear from us after 30 days after the closing date; they should consider their applications unsuccessful. ❖ Given the anticipated huge volume of applications; communication will be restricted to shortlisted candidates only. ❖ <i>Canvassing either a Councillor or any municipal official for this position automatically disqualifies the candidate.</i> ❖ <i>NB People from designated groups are encouraged to apply for this position.</i>
	Applications should be directed to	The Municipal Manager: Ms LY Moletsane ; Private Bag X136; Trompsburg; 9913
	Enquiries with regard to these position should be directed to	Mr Mbulelo Jafta Manager: Human Resources Management and Labour Relations Telephones: 051 713 9325
	Date of Publication	16th October 2017
	Closing Date for Applications	24th October 2017

Approved by:

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Ms LY Moletsane
Municipal Manager
Xhariep District Municipality