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Xhariep District Municipality comprises of the following Local Municipalities; Kopanong, Letsemeng, Mohokare and Xhariep District Municipality subscribe 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 post.

POST NO	JOB ADVERTISEMENT	
1	Job Title	Local Economic Development Officer
Ref. No. PSD029/05/2024	Reporting to	Manager: Local Economic Development
Responsibility	<ul style="list-style-type: none"> Coordinate / Facilitation relevant trainings and information sessions for SMME's. Work with government agencies and Departments to promote tourism in the District and identify business opportunities across all sectors and assist entrepreneurs to solicit expert advice. Coordinate and facilitate the LED Forums and participate in various meetings. Provision of Information and appropriate advice to all stakeholders Facilitate the implementation of SMME's support programmes to ensure that LED aims and objectives. Provide relevant Tourism advisory services, training and information to business owners and small enterprises. Encourage beneficiaries to participate on entrepreneurship programs or events. Monitor and evaluate the improvement of client business position. Coordinate the administrative and reporting requirements associated with the key performance and result indicators of the unit. 	
	Qualifications	Relevant 3 year tertiary qualification preferably in Local Economic Development / Project Management / Development studies
	Requirements	2-5 years of experience in Local Economic Development or Community Development Projects Computer Literacy: MS Office Code EB Driver's Licence
	Remuneration	R374 176,56 per annum
	Specialised Training	Economic Development / Project Management / Development Studies
	Knowledge and Skills	Working knowledge of Local government legislation and constitutional mandate; Working knowledge of Local economic development project and programme management; Working knowledge of SCM processes and MFMA requirements; Demonstrates understanding of the roles and interactions of the three spheres of government in economic empowerment and development; Able to work independently and manage the analysis components of research projects as assigned; Able to advise internal stakeholders on the compilation of research briefs (terms of reference) and research design from a

		<p>data and data analysis perspective; Able to advise on sampling frames, research survey methodologies, research instruments, questionnaire design to inform the data collection, processing and analysis components of research; Able to review research data and information and advice on appropriate data analysis methods; Planning and organizing of events; Ability to work unsocial hours; Ability to deal with conflict and capacity to withstand stress Good Communication Skills Report writing Skills</p>
	Behavioural Competencies	<p>Demonstrate competencies in level 1 – 2 of Local Economic Development Competency Framework of the Municipal Staff Regulations. Emotional Intelligence Business acumen complemented by astute strategic and lateral thinking. Confidentiality Integrity Working on strict deadlines Bilingualism Sound human relations</p>
<p>Please note :</p> <ol style="list-style-type: none"> 1. Applications must be on Application Form for Employment obtainable in Gazette No. 45181 – www.xhariep.gov.za appear as Annexure B on Page 762 of 770 2. Applications should include a resume and certified copies of qualifications and ID. 3. It's the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to attach proof thereof. 4. If applicants do not hear from us 30 days after the closing date, they should consider their applications unsuccessful. 5. Given the anticipated huge volume of applications, communication will be restricted to shortlisted candidates only. 6. People from designated groups are encouraged to apply. 7. No late applications will be considered. 8. Canvassing of any officials or Councillors to be appointed is not permitted, and proof of such canvassing shall lead to disqualification. 9. Applicants submitting their Curriculum Vitae to this advertisement automatically agree and authorize Xhariep District Municipality and or/ its representative to undertake necessary confirmation of any information or certificate in the curriculum vitae or accompanying documents. <i>The applicant, therefore, consents that any information may be accessed for verification in adherence to the POPI Act.</i> 10. On appointment, the appointee should not hold any political office in a political party, whether permanent, temporary, or acting. 11. Xhariep District Municipality reserves the right not to make any appointments and to re-advertise before a shortlist is compiled. 		
Applications should be directed to:	<p>The Municipal Manager : Ms LY Moletsane 20 Louw, Trompsburg, 9913 (Only hard copies would be accepted)</p>	
Enquiries	<p>Mr Tefo Lebaka _ Manager: Human Resource Management and Labour Relations Tel. 051 0112238 /Cell: 076 0981478</p>	
Date of Publication	<p>14 May 2024</p>	
Closing Date	<p>28 May 2024</p>	

Approved by: .....
Ms. LY Moletsane
Municipal Manager