

Ubuntu Municipality



EXTERNAL ADVERTISEMENT

NOTICE NUMBER:4 /2023

DIRECTORATE: OFFICE OF THE MAYOR

PUBLIC PARTICIPATION & WARD CO-ORDINATOR

TERM OF CONTRACT IS SUBJECT TO THE POLITICAL TERM OF THE MAYOR

REMUNERATION: T 6-1

R 143 448.00 Per Annum

REQUIREMENTS:

- Grade 12
- Computer Literate
- Code 8 driver's license
- At least one year's relevant work experience

KEY PERFORMANCE AREAS

- Conduct community surveys and compilation of community profiles
- Consultation with individuals, groups entities etc
- Establish community committees and forums and submit reports to relevant sector departments
- Determine community needs and priorities
- Community awareness raising and mobilization
- Monitor and evaluate projects and programmes in the office of the Speaker
- Report writing
- Responsible for establishment of ward committees
- Administrative support to ward committees and community
- Executive the role of secretary to ward committees and community
- Responsible for training and capacity building of ward communities
- Development of an annual action plan for ward committees
- Monitoring and evaluation of ward performance
- Responsible for co-ordinating meeting with governmental departments

PLEASE NOTE:

- No faxed or emailed applications will be accepted. A covering letter clearly stating the position you are applying for; certified copies of academic qualification and a copy of your curriculum vitae must be accompanying all applications.

Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the Municipal Manager, Ubuntu Municipality ,78 Church Street, Victoria West 7070

CLOSING DATE: 28 February 2023

- ❖ Canvassing for appointment will automatically be disqualified
- ❖ If no reply to your application has been received within thirty (30) days of the closing date, you should consider your application as being unsuccessful
- ❖ No late, facsimile or email applications will be accepted
- ❖ No applications will be considered without certified copies of the original documents
- ❖ Correspondence will be limited to short-listed candidates



**Mr. D Molaole
Acting Municipal Manager
Ubuntu Local Municipality
Private Bag X 329
Victoria West
7070**