



## **WATERBERG DISTRICT MUNICIPALITY**

**Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post.**

### **OFFICE OF THE EXECUTIVE MAYOR**

#### **SPECIAL PROJECTS CO-ORDINATOR - POST LEVEL 06**

**SALARY: R 155 616 – R 171 828 per annum**

**BENEFITS: Normal municipal employee benefits will be applicable**

#### **REQUIREMENTS**

- Must have experience in Community Development; computer literate (MS word, Excel, power-point & outlook) effectively present information to members of the public and the media; understanding of youth, women and disabled development.

#### **KNOWLEDGE**

- Knowledge of the community development and co-ordination desired
- Practical experience in development of special projects
- Knowledge of the community development dynamics, planning and project co-ordination
- Ability to work long hours and cope with workload pressure
- A valid driver's license

#### **KEY PERFORMANCE AREAS**

- Develop special youth programs.
- Facilitate the implementation of the district's gender, youth, HIV/AIDS and disabled policy and empowerment programs
- Meet with youth organisations and Local Government Structures, CBO's, NGO's and faith-based organisations, to coordinate and support development of a program and activities suitable for the district
- Conduct site inspections, workshops and establishment of committees
- Guide the integration of issues concerning people with disabilities.
- Co-ordinate youth advisory centres within the district.
- Establish links with relevant stakeholders.
- Write reports on special projects.

**Applications, accompanied by a comprehensive CV, originally certified copies of qualifications, ID and covering letter indicating the position you are applying for, must be sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand delivered to Waterberg District**

**Municipality cnr Harry Gwala and Church Streets, Room 25. Faxed or e-mailed applications and those without the relevant accompanying documents will be automatically disqualified.**

**All qualifications and references of shortlisted candidates will be verified.**

**Closing date: 11 April 2008**

Should you not be contacted within 30 days of the closing date please accept that your application had been unsuccessful.

The Waterberg District Municipality reserves the right not to fill the advertised post.

**NC MOTSEPE  
MUNICIPAL MANAGER**