



## **THABAZIMBI MUNICIPALITY**

**PRIVATE BAG X530**

**THABAZIMBI**

**0380**

**Tel.: 014 777 1525 / Fax: 014 777 1531**

Thabazimbi Municipality is an Equal Opportunity Employer and all appointments will be in accordance with the Employment Equity Act.

Applications are invited from suitable qualified experienced persons for appointment in the under mentioned post. **No applications will be accepted without certified copies of qualifications as set out below.**

### **PUBLIC PARTICIPATION & WARD CO- ORDINATION OFFICER**

**(OFFICE OF THE SPEAKER)**

<b>SALARY:</b>	<b>Post Level 6 (R144 372.25) per annum</b>
<b>QUALIFICATIONS:</b>	<b>Grade 12 Computer Literate Code 8 (EB) drivers license</b>
<b>EXPERIENCE:</b>	<b>1 year credible experience in the relevant field Good interpersonal and communication skills Knowledge of Municipal Structures Act and Municipal Systems Act will be an added advantage</b>
<b>KEY PERFORMANCE AREAS:</b>	<b>Conduct community surveys and compilation of community profiles Consultation with individuals, groups, entities, etc. Draw up of community profiles Establish community committees and forums Determine community needs and priorities Community awareness raising and mobilization Participation in Inter governmental Relations Monitor and evaluate projects and programs Report writing Responsible for establishment of Municipality's Ward Committees Administrative support to ward committees &amp; community</b>

**Execute the role of secretary to ward committees & Community  
Responsible for training & capacity building of Ward Committees  
Development of an annual action plan for ward committees  
Monitoring and evaluation of ward committee performance  
Responsible for co-ordinating meeting with governmental departments**

**BENEFITS:** Pension Fund, Medical Aid, Housing subsidy, traveling allowance and cellphone allowance

**CLOSING DATE:** 21 September 2012

If you are interested and you are in possession of the necessary qualifications and experience, please address your CV and authenticated copies of your qualifications **OR** an application form duly completed together with authenticated copies of your qualifications to:

**NOTICE NO. 45/2012**

**Municipal Manager  
Private Bag X530  
THABAZIMBI  
0380**

Application forms are available at the personnel office of the Thabazimbi Municipality, Corporate Services Department, Sarel Pelsler Centre, Rietbok Street, Thabazimbi or telephone number **014 777 1902**.

**APPLICATIONS BY FAX OR E-MAIL WILL NOT BE ACCEPTED.**

If you are not invited for an interview within 15(fifteen) working days from the closing date, you must accept that your application was unsuccessful. No further correspondence will be entered into.

**NB. Canvassing with councilors is not permitted and proof thereof will result in disqualification.**