

# **THABAZIMBI MUNICIPALITY**

**PRIVATE BAG X530**

**THABAZIMBI**

**0380**

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

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.**

## **DISABILITY AND HIV/AIDS CO-ORDINATOR**

**(OFFICE OF THE MAYOR)**

- SALARY:** Post Level 6 (R144 372.25) per annum
- QUALIFICATIONS:** Grade 12  
Diploma in Public Administration  
Computer Literate  
Code 8 (EB) drivers license
- EXPERIENCE:** 1 year experience in the relevant field  
Good interpersonal and communication skills
- KEY PERFORMANCE AREAS:** Responsible for establishment of Disability and HIV/AIDS Council  
Establish a data base of disabled people  
Co-ordinate disabled and HIV/AIDS activities  
Co-ordinate capacity building for disabled people  
Compile annual schedule for disabled and HIV/AIDS activities and awareness campaigns  
Determine disabled and HIV/AIDS needs and priorities  
Report writing
- BENEFITS:** Pension fund, Medical Aid, Housing subsidy, Traveling Allowance and Cellphone allowance
- CLOSING DATE:** 3 FEBRUARY 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:

**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.**

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

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.**

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 ext 105**.

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

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

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.

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Thabazimbi Municipality is an equal opportunity employer subscribing to the Employment Equity Act and hereby invites applications from suitable qualified experienced persons for appointment in the under mentioned post.

### **YOUTH CO-ORDINATOR** **(OFFICE OF THE MUNICIPAL MANAGER)**

- SALARY:** Post Level 7 (R114 803.17) per annum
- QUALIFICATIONS:** Grade 12  
Public related Diploma  
Counseling / theological related qualifications will be an added advantage  
Valid drivers license
- EXPERIENCE:** 2 years credible experience in the relevant field
- SKILLS:** Good computer knowledge & administration skills  
Good interpersonal and communication skills  
Business management skills  
Have interest in Youth Affairs, establishment of Youth structures, involvement with the community
- KEY PERFORMANCE AREAS:**
- Responsible for establishment of Municipality's Youth Council
  - Ensure development of Municipality's Youth Policy
  - Co-ordinate & implement youth activities
  - Attending public gathering and community meetings
  - Co-ordinate & implement promotions of sports to the youth
  - Co-ordinate & execute youth development projects
  - Attends to the administrative recording, reporting and record keeping requirements / procedures

**BENEFITS:****Pension Fund, Medical Aid, Housing subsidy****CLOSING DATE:****7 October 2011**

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:

**Municipal Manager  
Private Bag X530  
THABAZIMBI  
0380**

Application forms are available at the Personnel Office of Thabazimbi Municipality, Corporate Services Department, Sarel Pelsler Centre, Rietbok Street, Thabazimbi or telephone number **014 777 1902 ext 105 or 106**.

- **Applications by fax or e-mail will not be accepted.**
- **No applications will be accepted without certified copies of qualifications.**
- **Canvassing with Councilors is not permitted and proof thereof will result in disqualification**

If you are not invited for an interview within 30 (thirty) working days from the closing date, you must accept that your application was unsuccessful. No further correspondence will be entered into.