



Elundini Local Municipality
1 Celler Street • Maclear • 5480 • PO Box 1 • Maclear • 5480
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17th April 2018

ELUNDINI LOCAL MUNICIPALITY EXTERNAL ADVERTISEMENT

The Elundini Local Municipality a category B Municipality, incorporating Maclear, Ugie, Mt Fletcher and parts of Tsolo and Qumbu with its seats in Maclear, invites applications from experienced, qualified and committed individuals to the following positions:

OFFICE OF THE MUNICIPAL MANAGER

1. YOUTH COORDINATOR (TASK GRADE 12) ANNUAL BASIC SALARY R280 510.80

Minimum Requirements: Three(3) year National Diploma/Degree in Social Sciences/ Public Administration/Development Studies or related field • Computer Literacy-Office Applications • Code EB driving license • Three(3) years of relevant working experience.

MAIN DUTIES: • **YOUTH DEVELOPMENT COORDINATION:** **YOUTH ENTERPRISE DEVELOPMENT**• Promotes and implements youth enterprise development initiatives in by: •

Helping young people through enterprise and cooperatives registration in order to start their own businesses as legal entities in accordance with South Africa's company/cooperative registration requirements • Providing support to youth enterprises and cooperatives to improve product and service quality in order to increase their competitiveness in the market by facilitating technical training programs • Coordinating access to market and opportunities by showcasing youth products and services to local, national, regional and international markets through establishment of marketing platforms such as websites catalogues, social media and existing retail shops. • **YOUTH MOBILIZATION**• Coordinating establishment of youth structures such as youth forums at ward level, youth council, sports council, sector based formations such as youth arts, youth in business youth in religion, etc involving all role players and stakeholders in order to have centralized point for youth development initiatives • Coordinating youth platforms to

discuss and advance youth development such as summits, dialogues, conferences and facilitating capacity building programs for youth structures at ward level and local level •

If you are aware of any instances of fraud and/or corruption within the municipality, these matters may be reported, anonymously, to:

Freecall: 0800 117 844 • Freefax: 0800 007 788 • SMS: 32840 • Email: elundini@tip-offs.com
Freepost: Freepost KZN138, Umhlanga Rocks, 4320

Mobilizing youth to participate in ward structures such as ward committees, ward war rooms, etc to ensure prioritization of youth programs during planning resource allocation and implantation.

- **SPORTS DEVELOPMENT AND ARTS** ● Promotes social cohesion and youth talent within the municipality through sports development and arts by:
 - Implementing sports development programs such as the mayoral cup, district games and provincial games through provision of the
 - Facilitating capacity building programs for sporting officials (Sport administrators and coaches) to promote fair game and professionalism in running local games
 - Presenting continuously other creative and innovative ways of developing youth in sports and arts in order to make national footprint for youth in arts; sport administration and sport talent
 - Coordinating stakeholder consultation for building and maintenance of arts and sports development facilities such as sports-field through the Municipal Infrastructure Grant to create a conducive environment for sports to thrive
- **MAYOR'S SOCIAL INVESTMENT COORDINATION** ● Coordinates and promotes social investment programs to improve youth social status by:
 - Coordinating all processing for and submission of bursary applications, selection and confirmation of bursaries beneficiaries each year
 - Coordinating all processes towards identification and confirmation of school/s adopted each financial year under "Adopt a school" program
 - Implementing Bridge of Hope projects as approved by Mayor's Social Investment Committee and procuring all the necessities following procurement processes of the municipality and report on progress and close out
- **COORDINATION OF EXPANDED PUBLIC WORKS PROGRAM WORKERS** ● Coordinating recruitment of EPWP Workers through receiving application and compiling master lists from wards for verification by manager
 - Providing logistical support for the induction and training of newly recruited EPWP Workers through organization of transport, venue, stationery, catering, etc
 - Procuring and distributing stationery for to EPWP Workers on quarterly basis.
 - Compiling, sorting and verifying accurate list of data with manager before data is captured on the system and identifying data errors and report to manager.
- **PLANNING, MONITORING AND PERFORMANCE MANAGEMENT** ● Implementing administrative activities for development of youth policy and strategy and implementing them with continuous involvement of youth people to ensure smooth running of programmes
 - Conducting Survey through the distribution of questionnaires amongst youth organizations and conducting assessments for management reporting and planning
- **REPORTING AND PERFORMANCE MANAGEMENT** ● Developing monthly reports for Strategic Governance Committee and submit to manager for verification
 - Developing quarterly performance report with clear evidence information in line with the set targets in the work plan and submit to manager for performance assessments. Monitoring of youth initiatives to ensure maximum involvement and enhancement of programs and consolidated reporting on deficiencies to the manager for forward planning.
- **ADMINISTRATION FUNCTIONS:** ● Attending meetings, participating in discussions and preparing reports to management personnel outlining agreed steps and actions
 - Interacting with relevant forums, service providers, and

other municipal personnel with a view to consolidating, referring and responding to specific problems or clarifying procedural interpretation and understanding • Providing support and expertise to other sections within the department whenever there is a need.

NB: Elundini Local Municipality is committed to the provisions of the Employment Equity Act No. 55 of 1998 for the advancement of previously disadvantaged and disabled persons.

Correspondence will only be entered into with shortlisted candidates. Applicants not contacted ,within 30 days of the closing date may assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants. Appointment will be subject to compulsory pre- employment screening in the form of Qualifications, Reference check and criminal checks, competency assessment (where applicable). Candidate in possession of foreign qualifications should attach a certificate of evaluation of their qualification from SAQA.

Faxed applications will not be accepted.

Applications should be addressed to:
Director Corporate Services
Elundini Local Municipality
P.O. Box 1
Maclear
5480

Tel. No: (045) 9328100
Closing Date: 09th May 2018