

KAREEBERG LOCAL MUNICIPALITY



24/2021: Special Programmes Coordinator - CARNARVON
(Youth, Sports & Recreation, Arts & Culture and People living with Disability)

Department: Corporate Service

Salary: R 167 581 – R 217 518

Minimum Requirements:

- Grade 12 / Matric Certificate
- Tertiary Qualifications will be an added advantage
- Local government is an added advantage.
- A Relevant Degree or National Diploma or Equivalent (NQF Level 4)
- 1-2 years related experience in Special Programmes
- Experience in Public Services would be an added advantage.

Competencies Skills:

- Computer Literacy, MS Office Application
- Good Communication skills both Verbal and Written
- Valid Driver's License
- Knowledge in Local Government would be an added advantage.

Objectives:

To provide effective and efficient co-ordination and integration of Special Programs mentioned below.

Responsibilities:

- Implement and monitor special programmes policy dealing with youth, the disabled, sports clubs / associations and any other structure as identified by the Municipality.
- Interacting with community based structures to facilitate alignment of needs and priorities, creating awareness and encouraging participation.
- Attending to arrangements in respect of specific events / programmes in accordance with budgetary allocations in order to ensure social upliftments and development objectives are accomplished.
- Integrate all special programmes and strategies into the Municipal IDP and perform all other duties related to Special Programmes.
- Organizing meetings in consultation with Youth Forum / Council Chairperson and taking minutes thereof and submit to Head Corporate Services.

- Organizing Sports Competitions to identify and promote new talented Youth in sports.
- Develop and coordinate the implementation of Municipality's constituency and outreach programme.
- Liaising with all Federations and Department of Sports and Recreation to promote sports

Applicants should note that if they are not notified of the outcome of their applications within 90 days of the closing date for submission of applications, they may conclude that their applications were not successful. The municipality reserves the right not to make any appointment following the placement of this advertisement. Please forward your application to:

**Kareeberg Local Municipality
Head: Corporate Services
Private Bag X226
Hanaustreet
Carnarvon
8925**

Enquiries Mr N van Zyl

Application on the prescribed form should be accompanied by comprehensive CV together with certified copies of qualifications, ID Copy and Driver's license. Incomplete CV's will not be considered. Faxed and Emailed applications are not allowed.

CLOSING DATE: 7 MAY 2021 at 16H00

**Mr Z Mjandana
ACTING MUNICIPAL MANAGER**

**L 4.3.1
16 April 2021**