



# THEMBELIHLE

LOCAL MUNICIPALITY  
PLAASLIKE MUNISIPALITEIT  
U-MASIPALA WASEKUHALENI

*Incorporating the towns of Strydenburg and Hopetown  
Northern Cape Province, Republic of South Africa*

✉ Private bag X3HOPETOWN8750  
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[www.thembelihlemunicipality.gov.za](http://www.thembelihlemunicipality.gov.za)

## EXTERNAL/INTERNAL ADVERTISEMENT

### NOTICE NO: 7/2024

Thembelihle Municipality, with its Headquarters in Hopetown hereby invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

#### **DIRECTORATE: CORPORATE SERVICES**

#### **OFFICE OF THE MAYOR: POST: SPECIAL PROGRAMMES COORDINATOR**

**(CONTRACT SUBJECT TO POLITICAL TERM OF THE MAYOR)**

**Remuneration: R273 668.88 per annum (Grade 10 Notch 1 of a Category 1 Local Authority).**

**Abovementioned post offers the following benefits:**

- Leave benefits

#### **1. Requirements:**

- Grade 12
- Drivers Licence Code B
- Good analytical and interpersonal skills.
- Good communicator.
- Organisation Skills
- Computer Literacy – Microsoft Word, Excel, Power and Power Point

#### **2. Key Performance Areas:**

- Make sure that the community is informed about the council's special programmes, e.g. HIV/ AIDS, "gender issues", "old age programmes", "disabilities", etc
  - Develop implementation plans for special programmes
  - Interact with national and provincial agencies and institutions and relate to policies and strategies that were developed by these institutions.
  - Ensure that community development and participation is met
  - Promote social interaction, community intervention/ involvement and participation to ensure the promotion and development of community awareness
  - See to it that liaison with relevant internal and external role-players on community matters is enhanced to ensure the provision of services
  - Participating in community facilitation programmes in the community which will require travelling to rural areas
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- Attend to and address the public on issues and problems related to community facilitation and liaison issues.
- Interacting with ward councilors in their dealing with community and service delivery related problems
- Attending ward committee meetings
- Attending meetings of relevant community focused structures, e.g. housing steering committee in the towns and villages, meetings on land issues affecting the towns with local tribal authorities.
- Supervise and guide the identification of community needs in social and economic services spheres through intervention and active involvement
- Supervise and guide the conducting of social and economic work investigations
- Supervise, initiate and guide the implementing of social development programmes with assistance of other government departments

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and references may be contacted and their qualifications, credit record may be verified and they will be subjected to a police security clearance.

**Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Acting Municipal Manager.**

**Enquiries can be directed to the Senior Manager Corporate Services: Mr Trevin R Oliphant at 053 2030 005/8.**

**Closing date: 30 August 2024 at 12h00**

**Mr RJ SHUPING  
Acting Municipal Manager  
Thembelihle Municipality  
PO Box X3  
HOPETOWN  
8750  
Tel: 053 2030 005/8**

- Canvassing for selection will automatically disqualify an applicant.
  - If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
  - No late or facsimile applications will be accepted.
  - No applications will be considered without certified copies of the original documents of qualifications.
  - The Council reserves the right not to appoint.
  - Correspondence will be limited to short-listed candidates.
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