



BESTUURSDIENSTE
DEPARTEMENT
MENSLIKE ONTWIKKELING
EKSTERNE ADVERTERING
PROFESSIONELE BEAMPTTE:
JEUG KOÖRDINEERDER
BREDASDORP: MS/HD203

MANAGEMENT SERVICES
DEPARTMENT
HUMAN DEVELOPMENT
EXTERNAL ADVERTISEMENT
PROFESSIONAL OFFICER:
YOUTH COORDINATOR
BREDASDORP: MS/HD203

Vereistes:

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Verwante 3jaar tersiêre kwalifikasie (minimum NKR Vlak 6), B-graad/ Nasionale Diploma
- Minimum drie (3) tot vyf (5) jaar verwante ondervinding
- Rekenaargeletterd (MS Office toepassings)

Funksies:

- Implementering van die Jeugontwikkelings Strategie.
- Vestiging van 'n funksionele en ontwikkelde Jeugraad.
- Versamelling van basiese inligting vir die implementering van projekte.
- Om hulp te verleen aan gemeenskapsopnames.
- Koördineer kuns en kultuur programme.
- Monitor en beheer omstandighede analise en lewensvatbaarheidstudies om die impak van jeugontwikkelingsinisiatiewe en geleenthede te assesseer.
- Skep en implementeer bewustheidsprogramme en veldtogte oor sosiale probleme.
- Mobiliseer jeug om programme en veldtogte (bv. jeugkampe, lewensvaardigheidsprogramme, entrepreneuriese-, sport en ontspanningsprogramme, ens.) by te woon.
- Verleen bystand met studiebeurs skema inligting.
- Verteenwoordig die Munisipaliteit by jeugontwikkelingsgeleenthede, lei werkwinkels en aanbiedings.
- Ondersoek en los navrae en klagtes op.
- Stimuleer die visie en aktiwiteite van die samelewing gemik op teenwerking van anti-sosiale gedrag en praktyke, en regeneer die fundamentele beginsels gevestig in die Suid-Afrikaanse Grondwet.

Aanbevelings:

- Geldige Kode B Bestuurderslisensie (handrat voertuig)
- Vlot in ten minste twee (2) van die drie (3) amptelike tale van die Wes-Kaap
- Kennis van die Kaap Agulhas Jeugontwikkelingsinfrastruktuur
- Gemeenskapsontwikkeling en projekbestuurvaardighede
- Rekenaargeletterd (MS Excel toepassings)

Requirements

(Relevant proof / documentation must accompany application)

- Relevant 3-year tertiary qualification (minimum NQF Level 6), B-Degree/ National Diploma
- Minimum of three (3) to five (5) years' relevant experience
- Computer literate (MS Office)

Duties:

- Implementation of the Youth Development Strategy
- Ensure a functional and developed Youth Council
- Building of sound relationships with relevant stakeholders.
- Ensuring that the baseline information that links to projects is available.
- Assist with community surveys.
- Coordinate arts and culture programmes.
- Monitor and control situational analysis and feasibility studies to assess the impact of youth development initiatives and opportunities
- Create and implement awareness programs and campaigns on social problems
- Mobilize youth to attend programs and campaigns (eg. Youth camps, life skills programs, entrepreneurial programs, sport, and recreation programs, etc.)
- Assist students with bursary schemes information.
- Represent the Municipality at youth development events, conduct workshops and presentations
- Investigate and resolve queries and complaints
- Stimulate the vision and activities of society aimed at countering anti-social attitudes and practices, and regenerate the fundamental principles enshrined in the South African Constitution

Recommendations:

- Valid Code B driver's license (manual vehicle)
- Proficient in at least two (2) of the three (3) official languages of the Western Cape
- Knowledge of the Cape Agulhas Youth Development Infrastructure
- Community development and project management skills
- Computer literate (MS Excel)

Navrae: Mev. Luzeth Smith
Tel: 028 425 5500

Enquiries: Me. Luzeth Smith
Tel: 028 425 5500

Vergoeding: T10
(R245 098.92 -R318 155.88) p.j

Remuneration: T10
(R245 098.92 -R318 155.88) p.a

SLUITINGS DATUM: / CLOSING DATE: 04 OKTOBER 2022/ 04 OCTOBER 2022

Aansoekvorms van Kaap Agulhas Munisipaliteit is 'n vereiste vir die oorweging van 'n aansoek. Hierdie vorms, tesame met 'n volledige CV, kan ingehandig word by **ONTVANGS, OU NEDBANK GEBOU**, telefoonnommer 028-425 5500 of per e-pos info@capeagulhas.gov.za. Slegs volledig voltooide aansoekvorms met gesertifiseerde afskrifte van kwalifikasies, sertifikate, rybewys en identiteitsdokumente sal oorweeg word.

Aansoeke wat na die sluitingsdatum ontvang word sal nie oorweeg word nie. Kandidate wat nie gekontak is NA 03 MAANDE VAN DIE SLUITINGSDATUM, moet hul aansoeke as onsuksesvol beskou. Geen aansoekvorms, CV's en / of kwalifikasies kan teruggeëis word van die munisipaliteit nie. Die Raad behou die reg voor om nie 'n aanstelling te maak nie.

Application forms of Cape Agulhas Municipality are a prerequisite for consideration of an application irrespective of an accompanying CV. These forms can be obtained from and handed in at **RECEPTION, OLD NEDBANK BUILDING**, telephone number 028 – 425 5500 or per email info@capeagulhas.gov.za. Only fully completed application forms with certified copies of qualifications, certificates, driver's license and identity documents will be considered.

Applications received after the closing date by the human resources office will not be considered. Candidates who have not been contacted after 03 MONTHS OF CLOSING DATE must consider their applications to be unsuccessful. No application forms, CV's and / or qualifications can be reclaimed from the municipality. The Council reserves the right not to make any appointment.

KAM word gelei deur die beginsels van billike indiensneming. Gestremde kandidate word aangemoedig om aansoek te doen en 'n aanduiding in hierdie verband sal waardeer word.

CAM is guided by the principles of Employment Equity. Disabled candidates are encouraged to apply and an indication in this regard would be appreciated.

**EBEN PHILLIPS, MUNICIPAL MANAGER, CAPE AGULHAS MUNICIPALITY, P.O.BOX 51,
BREDASDORP, 7280**