



LOCAL NEWSPAPER ADVERTISEMENT

The KwaDukuza Municipality seeks to fill the following positions and accordingly invites applications from persons who meet the requirements as indicated. **Please note that the post title and post identification number (KZ292.) MUST be indicated on your application which MUST be accompanied by certified copies of your qualifications, identity document and driver's licence where applicable.** Applicants are also advised to ensure that their applications address the selection criteria in terms of qualifications, experience and any other requirements as set out in the relevant advertisement as shortlisting will be based on these selection criteria.

PLEASE NOTE THAT APPLICANTS FOR POSTS BELOW TASK GRADE 11 ARE REQUIRED TO ATTACH THE PREFERRED EMPLOYMENT OPPORTUNITY FORM OBTAINABLE FROM KDM HUMAN RESOURCES WHICH MUST BE SIGNED BY A WARD COUNCILLOR, AS PREFERENCE WILL BE GIVEN TO LOCAL RESIDENTS.

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| Post Title | OUTREACH OFFICER |
| Business Unit | ECONOMIC DEVELOPMENT AND PLANNING |
| Reference | KZ292YD001 |
| Task Grade | (TASK GRADE 10 - R 245 012.40 - R 318 025.08 p.a) |
| Notice number | |
| Requirements | <p>A Gr.12, Three (3) Year National Diploma on Youth Development/ Community Development/Public Administration/ or equivalent relevant qualification. Code 8 driver's license or equivalent, be willing to work beyond normal hours, 2-3 years' experience in Youth /community development or relate-d field.</p> <p>Knowledge of National Youth Policy (2020 - 2030), the term national youth service policy, National Development Plan, Skills Development Act, Municipal Legislations and KwaZulu Natal Youth Development Policy.</p> |
| Duties | <ul style="list-style-type: none"> To coordinate, organise, facilitate and implement various youth-oriented outreach programmes and campaigns targeting in-school, out of school youth, working and unemployed graduates. To co-ordinate, perform and facilitate administrative tasks and activities associated with Outreach in order to ensure that activities and functions of youth center are well marketed amongst targeted audience and stakeholders. Facilitate youth development partnerships with various social partners (i.e. NGOs, Private Sector, government agencies and departments), focusing on various sectoral development programmes. Responsible for coordinating and supporting the effective functioning of ward-based youth structures established by municipality or other government departments. To coordinate and mobilize youth participation in the local government issues. Conduct monthly visits to wards to identify youth challenges and recommends various practical solutions for the beneficiaries. |

PLEASE NOTE:

1. Applications are to be addressed to the **Municipal Manager, KwaDukuza Municipality, P.O. Box 72, KwaDukuza, 4450 for attention the Human Resources Department**, and may be posted or hand delivered. (Note that hand delivered applications must be handed to the HR Officer, 34 Chief Albert Luthuli Street **OK MALL BUILDING** KwaDukuza) For enquiries Please call **032 437 5142/ 5153**.
2. The Closing date and time is Tuesday, **02 June 2022 at 12H00**. No applications will be accepted after the closing date and time.
3. Please **DO NOT** fax or e-mail applications. Please also **DO NOT** submit applications on **Z 83 forms**. Please **NOTE THAT APPLICATIONS MUST BE SUBMITTED ON KWADUKUZA MUNICIPALITY'S APPLICATION FORM WHICH IS OBTAINABLE ON THE MUNICIPALITY'S WEBSITE** (www.kwadukuza.gov.za)
4. KwaDukuza Municipality adheres to the National Employment Equity Act and preference will be given to appointments that assist in achieving current targets of the municipality.
5. Further communication will only be with shortlisted candidates; such shortlist being confined to the candidates that best meet the requirements according to the information supplied in their CV's. Candidates not contacted within 3 months of the closing date may consider their applications unsuccessful.
6. Council reserves the right not to appoint any candidate to this post or to make required adjustments.
7. Canvassing to Councilors/ Managers for preference on appointment is prohibited and may lead to disqualification of applicants.