

KOUKAMMA MUNICIPALITY



Publication Date: 23 November 2022

Koukamma Municipality, a Category B Grade 1 Municipality, which subscribes to the principles of affirmative action and whose head offices are situated at Kareedouw, invite applications from suitably qualified persons, and preferably from designated groups, for appointment to the following position:

EXTERNAL RE-ADVERTISEMENT

Post: PUBLIC PARTICIPATION COORDINATOR

(Ref no: HR2022/44)

Task Grade 12: R 333 607- R 433 039 PER ANNUM

Requirements:

- A recognised Diploma in Public Administration with at least 2 years appropriate experience or matric with at least 3-4 years appropriate experience
- Experience in Public Participation in the Municipal environment, commensurate with the level and responsibility of the position
- Knowledge of the Constitution and all relevant Local Government legislation
- Strong leadership qualities, strategic thinking, and planning abilities
- Communication (negotiation and facilitation) skills
- Computer literacy
- The ability to chair form meetings of external stakeholders
- The ability to work independently and as part of a team
- Sound interpersonal and leadership skills
- Group facilitation, public presentation and report writing skills
- A valid driver's licence, as extensive travelling is involved
- Must have own transport

Responsibilities:

- Monitoring, coordinating, and facilitating the functionality of ward committees at municipal level to enhance public participation
- Supporting municipalities with the induction and training of ward committees
- Mobilising resources for skills development workshops for ward committees
- Attending selected ward committee meetings for monitoring and guidance purpose
- Periodically inspecting ward committees' records at municipal level for compliance purposes
- Periodically engaging relevant municipal officials for the purpose of addressing identified public participation challenges
- Preparing monthly, quarterly, and annual reports for Management information
- Design the mechanisms and provide support to municipalities in conducting public consultations and hearing
- Develop municipal public participation and communication programs and strategies


*All applications will be considered, but in terms of its Employment Equity Target the Municipality would prefer to appoint an **African Male, African female, Coloured female, or White female** if a suitable candidate in these categories can be found. People with disabilities are encouraged to apply.*

DIRECTIONS TO CANDIDATES:

Applications **MUST** be submitted on the prescribed application form, obtainable from our website at: www.koukammamunicipality.gov.za, it can also be requested from our Human Resources Department at 042 288 7246. Also refer to our Human Resources Department for enquires (Mrs N Stokwe). Forward your application to: The

Municipal Manager, Koukamma Municipality, Private Bag X011, Kareedouw 6400 or hand-deliver to Municipal Offices at No. 5 Keet Street, Kareedouw 6400. Applications must be accompanied by a comprehensive CV with certified copies of qualifications, identity documents, driver licence and any other relevant documents (Not older than six (6) months.) No faxed or emailed applications will be accepted. Applicants may apply online on our website. Failure to supply the required information will disqualify an applicant. Canvassing for appointment is strictly prohibited and any confirming evidence thereof will disqualify the applicant. Correspondence will ONLY be entered into with shortlisted candidates. If you do not receive notification regarding your application within one month of date of closing, please accept that your application was unsuccessful. The municipality reserves the right not to make any appointment.

Closing Date: ~~06 December 2022~~


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Mr Sabelo Tini
Acting Municipal Manager