



HANTAM MUNISIPALITEIT

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Hantam Local Municipality, based in Calvinia, currently has the following vacancy and applications are awaited from competent persons who meet the set minimum job requirements. Prescribed application forms are available at the offices and on the website (www.hantam.gov.za) of Hantam Local Municipality. Hantam Local Municipality is an equal opportunity employer and respects the provisions of the Employment Equity Act.

SPECIAL PROGRAMS OFFICER

(CONTRACT LINKED TO THE TERM OF THE CURRENT MAYOR)

REFERENCE NO. MM05-2024/25

REQUIREMENTS AND EXPERIENCE

- Grade 12
- Computer literate (MS Office)
- 0-2 years relevant experience
- Able to communicate in at least 2 official languages (Afr/Eng)
- Attention to detail
- Able to work under pressure
- Dedicated and trustworthy
- Good interpersonal communication skills
- Able to function independently
- Ability to work with public members
- Reporting skills

JOB PURPOSE

- Performs tasks/ activities and clerical requirements associated with the Special Programs Unit through the application of administrative and committee procedures and, execution of sequences associated with the communication, prioritization and organization of critical, and important special events/ functions (Older persons, Youth & Sports; HIV/ AIDS; Gender and People with Disabilities) and meetings.

KEY PERFORMANCE AREAS

- Coordination of Special programmes
- Events/Programmes administration
- Information Recordkeeping
- General office support and Reception/Telephonist service
- Customer service support
- Public Participation
- Clerical support and Communication

COMPETENCY LEVELS:

The competency level for this position is at level 2 as stipulated in Annexure A of the Municipal Staff Regulations Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none">• Written Communication• Oral Communication• Attention to Detail• Influencing• Ethics and Professionalism• Organisational Awareness• Problem Solving• Planning and Organising	<ul style="list-style-type: none">• Business Processes• Use of Technology• Data Processing & Analysis.	<ul style="list-style-type: none">• Interpersonal Relationships• Communication• Service Delivery Orientation• Client Orientation and Customer Focus.	<ul style="list-style-type: none">• Action Orientation• Resilience• Change Readiness• Cognitive ability• Learning orientation.	<ul style="list-style-type: none">• Impact and Influence• Team Orientation• Direction Setting,• Coaching and Mentoring.

SALARY: Post level T10 (R 252 288-00 p.a.)

GENERAL

All applications must include: a complete CV, certified copies (certified copies not older than 6 months) of qualifications, identity document, driver's license and the names of references (with their e-mail addresses) from current and previous employers.

Correspondence will be limited to shortlisted candidates only. If you do not receive feedback from the Municipality within 3 weeks after the closing date, you can accept your application as unsuccessful. Canvassing of Council members or any member of the Appointment Committee will immediately disqualify applicants. The municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provided to us is true, up to date and correct. Women, youth and people with disabilities are welcome to apply.

Your application must be sent to: The Acting Municipal Manager, Hantam Local Municipality, 20 Dr. Nelson Mandela Drive, Calvinia, 8190. The prescribed application form for Hantam Local Municipality must be completed and not a Z83 form. E-mail applications are also accepted at email address: records@hantam.gov.za. Shortlisted applicants MUST bring along the original application to the interview. Candidates may be subjected to reference checks and personal credential verification. No late applications will be considered. Successful candidate will be expected to sign an employment contract and where applicable a performance agreement and disclosure of benefits and interest. Enquiries can be directed to Ms. E. De Wet (Manager HRM & Admin) on 027-341 8500.

Hantam Local Municipality reserves the right not to appoint or fill the advertised post.

CLOSING DATE: FRIDAY 13 SEPTEMBER 2024

Mr. T. Tlhoale
ACTING MUNICIPAL MANAGER