

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representativity (in terms of race, gender and disability).

**Public Participation Officer (03 Posts)**

**Salary: R169 595,52-R205 034,52 Per Annum (Benefits include Medical Aid, Housing and Pension)**

**REQUIREMENTS:**

- Grade 12
- National Diploma in Public Management or Equivalent NQF Level 6
- Computer Literacy
- Valid Driving License EB
- Excellent verbal & written communication skills.
- Good written and verbal communication as well presentation at a levels
- An ability to communicate in both IsiZulu & English.
- Must be prepare to work with the rural development and mobilization

**RESPONSIBILITIES:**

- Participating in the Integrated Development Planning processes in order to understand the Municipality's service delivery objectives;
- Participate in the drawing of a Public Participation Strategy and Implementation Plan encapsulating specific risk factors and forwarding to the manager for perusal and comment;
- Discussing and prioritizing programmed Public Participation initiatives, verifying resources allocations and execution procedures;
- Arranging the ward Committee meetings, attending and taking minutes.
- Attending OSS programmes
- Organising community meetings together with Councillors and attend
- Arranging CBP trainings with ward committees:
- Receiving reports from ward committees
- Compiling the report to COGTA :
- Checking and commenting on the adequacy of budgetary provisions to support Public Participation programmes and/or, monitoring expenditure and payment to service providers

**Enquiries in respect of the above position should be directed to the Director Social TP Mazibuko: @ (036) 448-8000/Ext 8066 during office hours**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the form for application of employment available on the municipal website, should be sent to:**

**OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

*The closing date for applications is **14<sup>th</sup> OCTOBER 2016, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful*

**SD SIBANDE**  
**MUNICIPAL MANAGER**