



Tokologo Local Municipality subscribes to the principles of employment equity. Applications are hereby invited from suitably qualified and competent applicants for appointment to the following vacant positions

INTERNAL ADVERT: YOUTH DEVELOPMENT OFFICER/SPECIAL PROGRAM OFFICER (YDO/SPO)

The above-mentioned position exists in the Tokologo Local Municipality. Interested and suitably qualified person are invited to apply.

Remuneration: Negotiable

Purpose of the position: To handle the advising, researching, advocacy and monitoring of policy/strategy that relate to Youth Development and Special Programs. The period of employment on contract to this position will be attached to the term of office of the Mayor/Speaker and the successful candidate will report to the Mayor/Speaker.

Requirements: At least Grade 12 (Matric) plus relevant experience, knowledge of youth development and special programs. The applicant should be computer literate, able to work independently, possess sound human relations, organizational skills, be responsible and to be diplomatic when required.

Key responsibilities: Interact/consult with various stakeholders i.e. government officials, private sectors and young people generally regarding youth affairs; Attempt to meet the needs of young in the municipality area by involving them through determining their own needs and ways of being answerable to them; To bring about a focused and sustainable Youth Development Programs by consulting on issues that involves finances; Compile monthly reports to the council to inform them on any progress being made with the Youth Development programs; Develop and organize community based Special Programs and submit monthly reports; and perform any other duties as requested by the supervisor.

- Applications should be forwarded to the Human Resources Officer, Mrs T Morena-Saul, Tokologo Local Municipality, Private Bag X 46, BOSHOF, 8340 or hand delivered at the Offices of Tokologo Local Municipality, Cnr. Market Square and Voortrekker Street, Boshof, Faxed or e-mailed applications will not be accepted.

Closing date for applications: 21 February 2012, at 16:00

Applicants are advised that if they have not heard from us without 90 days from the closing date, they should accept that their applications were unsuccessful.

**Adv L M A Mofokeng
Municipal Manager**