

EMTHANJENI MUNICIPALITY



EXTERNAL ADVERTISEMENT

NOTICE NO: 39/2025

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant posts. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: CORPORATE SERVICES

1. **YOUTH COORDINATOR**
(FIXED TERM CONTRACT APPOINTMENT: LINKED TO TERM OF OFFICE OF THE MAYOR)

Salary: R 297 245.00 – R 385 845.00 (Task Level 10)

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

Key Requirements:

- Grade 12
- NQF Level 4
- Basic computer competency
- Accuracy
- Communication skills
- 1 year applicable experience
- Bilingualism
- Creative and analytical thinking
- Must be a normal person with good health

Duties and Responsibilities:

The incumbent of the post will be responsible to:

- To handle the advising, researching, advocacy and monitoring of policy/strategy that relate to youth programmes.
- To make sure that the Municipality is responsive to the development of youth programs in terms of the IDP and other policies.
- Promote youth programmes by coordinating youth awareness amongst community members;
- Coordinating youth, sport, gender campaigns amongst youth and the population in general.
- Ensuring participation of youth in youth, sport, and gender awareness programs.
- Handles the researching of policy/strategy that relate to youth issues, by interacting with various stakeholder i.e. Government officials, private sector and people generally regarding youth affairs.
- Try to meet the needs of people regarding youth in the Municipality's area by involving them through determining their own needs and ways of being answerable to them.
- Administer the youth programmes by establishing formal links with relevant organisations and tribal authorities within the Municipality.
- Advancing the prioritization of development programmes for youth within the overall Integrated Development Plan.
- Advising the Executive Mayor and Council on issues pertinent to youth
- Assist with the coordination of the promotion of community based youth structures within the Municipality.
- Arrange workshops for the youth structures on new legislation.
- Arrange meetings between Councillors and the youth structures on new legislation.
- Liaise and coordinate with the provincial office when any government events are planned in the municipality by communicating telephonically and to make appointments for visits/events.
- Ensure that the hall is booked or any required venue.
- Ensure physical facilities and resources i.e. sound, equipment to be used during event.
- Reporting to Supervisor on daily meetings, appointments, faxes, telephone calls, mail and memo's received.
- Use diplomacy and alternative mechanisms.
- Perform any other related duties as instructed by Supervisor.

Interested persons are requested to forward completed application forms, which can be found on the website of Emthanjeni Local Municipality at www.emthanjeni.co.za, or at all Emthanjeni Municipal offices together with a comprehensive CV and certified copies of qualifications. For enquiries contact

the Acting Senior Manager: Corporate Services, Mrs DT Mjandana at 053 632 9100 or 083 470 3540.

Closing date: Friday, 4 July 2025 at 12h00

**HD MOLAOLE
Municipal Manager
Emthanjeni Municipality
PO Box 42
De Aar
7000
Tel: 053 632 9100**

- Canvassing for selection will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

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	DATES	SIGNATURE
PREPARED BY:		
RECOMMENDED:		
APPROVED BY		

HD MOLAOLE
MUNICIPAL MANAGER
PO Box 42
De Aar
7000
Tel: 053 632 9100