



ADVERTISEMENT

SPU OFFICER (DISABLED/ ELDERLY AND WOMEN)
NOTICE NO:32/2018
TASK GRADE 10 OF GRADE 2 LOCAL AUTHORITY
REMUNERATION: R 186 450.00 – R 242 042.00 PER ANNUM

Applications are invited from all suitable qualified for the above-mentioned position.

REQUIREMENTS:

- Grade 12
- Diploma in Public Administration / Social Studies
- Computer literacy (MS Word, Excel and Powerpoint)
- Two (2) years' related experience.
- Municipal experience will be an advantage
- Good Interpersonal skills and ability to communicate at all levels.
- Code B

KEY PERFORMANCE AREAS

- Providing of support to the Disabled, Elderly and Women's Desk facilities.
- Ensuring that all aspects of the Gender Policy are applied laterally throughout the organization
- Assisting in compiling and maintaining databases of the elderly, disabled and women within the area of Senqu Municipality.
- Working with a Senior Officials in identifying Community training as it relates to elderly, disabled and women.
- Working with the Coordinator in order to ensure that the Disabled, Elderly and Women Structure meetings are arranged.
- Ensuring that all the administrative and reporting functions are performed efficiently.

Benefits: Medical Aid, Pension, Housing Subsidy and 13th Cheque.

Any individual wishes to apply must submit Senqu Municipality Application Form , his/her Curriculum Vitae and attach his/her ID copy as well as certified copies of qualifications to the under mentioned address not later than Friday, 9 March 2018 ,12h00 noon.

NB no late or E-mailed and faxed applications will be considered

This council subscribes to the policies of affirmative action and employment equity plan, if you do not hear from us within thirty (30) days after the closing date please consider your application unsuccessful. Further note this council reserve a right not to appoint. Applications to be sent to or handed in at the address below:

Senqu Local Municipality
Private Bag X03
Lady Grey
9755

All enquiries regarding the advert can be directed to the Manager: HR and LR, Ms. Z. Koyana at 051 – 603 2313 during working hours.

M.M. YAWA

MUNICIPAL MANAGER
FILE NO: 4/3/2/1/2
15/02/2018