



Thembisile Hani Local Municipality

Thembisile Hani Local Municipality invites suitably qualified applicants for the following vacant positions

MUNICIPAL MANAGER' OFFICE

ASSISTANT MANAGER YOUTH DEVELOPMENT

Ref: THLM/MM/04

Work Station: Municipal Manager Office
Term of Office: 5 year fixed - term employment contract
Salary: R 598 578 pa. (Excluding benefits) **Task Grade 15.1**

Requirements: Grade 12; NQF level 6 qualification in Social/Community Development Studies or equivalent. 8 years' youth development experience. A valid Code B driver's license.

Competencies: Conceptual Thinking, Organizational Awareness, Attention to Detail, Monitoring and Controlling, Planning and Organizing, Good interpersonal and communication skills.

Key Responsibilities: Research, analysing, planning, develop and implement Youth Development Programs. Developing principles and guideline and make recommendations to the Municipality regarding such guidelines, for the implementation of Youth Development Policy. Coordinating, directing and monitoring the implementation of Youth Policy. Oversee implementation and suitability of youth Development Projects. Compile monthly reports on youth Development Programs. Convene and attend Youth Development Forums. Develop appropriate strategy to enable the Municipality to meet its youth development policy commitments and legal obligations. Manage projects for, and report on, various interventions aimed at Youth Development. Perform other duties as assigned by superior

SOCIAL SERVICES DEPARTMENT

ASSISTANT LIBRARIAN

Ref: THLM/SS/02

Work Station: Social Services
Term of Office: Permanent
Salary: R 261 008 pa. (Excluding benefits) **Task Grade 9.1**

Requirements: Grade 12, 3-year Library Science or Information Management post matric qualification, Computer literacy, 2 – 3 years practical experience in a public library, and registered member of LIASA.

Competencies: People Management, Conceptual Thinking, Organisational Awareness, Attention to Detail, Professional / Technical Proficiency

Key responsibilities: Attend to user needs at the information Desk and execute specific processes associated with the membership registration, lending and returns. Marketing Library service. Shelving and arranging library materials and stock taking, Conducting stock take. Recording and filling of daily statistic and Report writing. Locates books or other reference materials to assist patrons; refers requests requiring professional assistance to reference librarian. Explains computer systems, card files, and other reference sources and how to use such systems to patrons. Prepares purchase requests, orders supplies, and, upon delivery, processes and distributes supplies and materials throughout the library. Completes routine descriptive cataloging. Examines books for damage; repairs or facilitates repairs when needed. Assists in preparing exhibits, seasonal displays, and bulletin boards throughout the library. Performs other related duties as assigned.

Candidates applying for these positions must meet the core-competencies as set out in the Local Government: Municipal Staff Regulation No.45181 of 20 September 2021

Applications must be submitted on the prescribed "General application" form obtainable from the HR Office/Municipal website: www.thembisilehanilm.gov.za. An application should include a comprehensive CV with at least three contactable references, certified copies not older than six months of qualifications & ID document/card can be submitted to: The Municipal Manager: Thembisile Hani Local Municipality, Private Bag x 4041 Empumalanga 0458 or can be deposited at Thembisile Hani Local Municipality Stand No 24 Kwaggafontein 'C' in a Marked Drop Box for vacancies. No faxed or e-mailed applications will be accepted.

Failure to fill and sign the prescribed application form will automatically disqualify the applicant.

Thembisile Hani Municipality is an equal opportunity, affirmative Action Employer and all appointment made will be in accordance with the Employment Equity Act. Preference will be given to suitable qualified designated groups in accordance with the Municipal Employment Equity Plan.

CLOSING DATE: 10 August 2023 @ 16H00

Enquiries to Human Resources: Tjia NP or Mfiso NA at 013 986 9169

NB: Canvassing in respect of these positions will lead to disqualification of the applicant. If you have not received any correspondence from the municipality within six (6) weeks after the closing date of this advertisement, you should consider your application unsuccessful.

The council reserves the right not to appoint and no correspondence will be entered into. Candidates must be willing to be subjected to background screening and/or security clearance process.

**Mr DJD Mahlangu
Municipal Manager**