



## DIKGATLONG LOCAL MUNICIPALITY

Dikgatlong Local Municipality invites applications from suitably qualified candidates to fill the following vacant position within its establishment:

**DEPARTMENT :** Office of the Mayor  
**POST :** Special Programme Coordinator  
**CENTRE :** Barkly West, Northern Cape  
**REFERENCE No.:** 2023011/24/OM

- **Total Remuneration Package:**
  - 189 803.52 P/A Excluding Benefit,
- **Term of Appointment:**
  - Fixed Term Contract (3 years), aligned to the term of office of the Mayor.
- **Minimum Qualifications / Requirements:**
  - Grade 12 or equivalent;
  - At least three years relevant experience in Government department or Local Government.
- **Knowledge, Skills and Competencies:**
  - Computer Literacy, MS Office Application;
  - Must be able to communicate in at least two of the official provincial languages (read, write and speak);
  - Good interpersonal relations;
  - High level of responsibility;
- **Responsibilities:**

Although not limited to, the primary responsibilities will include:

  - Develop and coordinate the implementation of Municipality's constituency and outreach programme;
  - Implement and monitor special programmes policy dealing with youth, the disabled, sports clubs /associations and any other structure as identified by the Municipality;
  - Interacting with community based structures to facilitate alignment of needs and priorities, creating awareness and encouraging participation;
  - Attending to arrangements in respect of specific events/ programmes in accordance with budgetary allocations in order to ensure social upliftments and development objectives are accomplished;
  - Integrate all special programmes and strategies into the Municipal IDP and perform all other duties related to Special Programmes;
  - Encouraging the formation of Disability Forum.

**Note:**

- Preference will be given to suitable candidates from the designated groups;
- Should you not hear from us within one month of the closing date of this advertisement, please regard your application as being unsuccessful;
- Only short-listed candidates will be contacted;
- Late applications will not be considered;
- The municipality reserves the right not to appoint anyone in the position;

**Closing date:** 12 January 2024

If you meet the stated requirements, a detailed CV, certified copies of academic qualifications, Identity Document (certified copies must not be older than 3 months) should be addressed to **Dikgatlong Local Municipality, Private Bag X5, Barkly West, 8375** or hand delivered at **33 Campbell Street, Registry Office, Dikgatlong Local Municipality, Barkly West.**

**Enquiries: Mr. L. Kesekile**

HR Officer  
(053) 531 6528

**Dikgatlong Local Municipality is an equal opportunity and affirmative action employer**

**Issued By: Ms B. Tsinyane  
Acting Municipal Manager**