



**(INTERNAL & EXTERNAL ADVERTISEMENT)**

**DIRECTORATE: COMMUNITY SERVICES  
DIVISION: COMMUNITY DEVELOPMENT  
SECTION: PUBLIC PARTICIPATION  
LOCATION: WORCESTER**

**COMMUNITY DEVELOPMENT WORKER [PUBLIC PARTICIPATION]  
(PERMANENT)**

**BASIC SALARY: R 271 001.74 – R 351 730.32 per annum [T10]**

**TOTAL COST TO COUNCIL: R 381 997 – R 486 074 per annum**

*(Inclusive of Municipal benefits: Group Life Scheme, Pension Fund etc.)*

**Ref: CS/CD01/0723**

**Job Purpose:** Coordinate and facilitate public participation processes by developing and maintaining good relations with the community in accordance with the relevant legislation, policies and guidelines.

**Duties:** Compile the ward committee operational plans based on the planning requirements agreed upon by the ward committee • Support the immediate superior with the establishment of regional forums to serve as avenue to facilitate functional information and receive public comment • Provide feedback to all role players on concerns raised during ward committee and public meetings • Support in the drafting of and implement Public participation plan as consulted with all Councillors and officials • Arrange all venues, catering, transport, audio visual, security services and venue settings • Liaise with the Speaker's office, Ward Councillors, Ward Committees and Communities • Prepare and submit monthly plan and reports on all Ward committee related activities to the immediate superior • Checking the oil, water, tyre pressure, fuel levels, etc. of the designated vehicle • Ensuring that all administration relating to the refuelling of the designated vehicle is in accordance with the applicable Municipal Policy and Procedures • Report any health and safety issues to the immediate superior.

**Minimum Requirements:** Grade 12; Computer Literacy: MS Office; and Personal Assistant / senior / executive secretary also require a relevant secretarial certificate. (two) 2 years' relevant experience.

**Other Requirements:** Code B Driving License. Good communications skills. Proficient in two (2) of the three (3) official languages of the Western Cape. Negotiation Skills. Problem solving and analytic skills. Good project management skills. Conflict management skills. Report writing, including minute taking. Attention to detail.

**Preferred Requirement:** Relevant Tertiary qualification in Community Development or equivalent (NQF – Level 5);

**Competencies:** (For a detailed description of competencies, read competency level 3 from page 52/770 of the Competency Framework on our website / on this link- <https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/> )

**Core Professional Competencies:** Written Communication, Oral Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organizational Awareness, Problem Solving, Planning and Organising.

**Functional Competencies:** Business Processes, Use of Technology, Data Processing & Analysis.

**Public Service Orientation Competencies:** Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.

**Personal Competencies:** Action Orientation, Resilience, Change Readiness, Cognitive ability, Learning orientation.

**Management / Leadership Competencies:** Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

**PLEASE NOTE:** *Please read the below conditions carefully, only those who comply with the conditions will be considered*

1. No late applications will be considered.
2. The Municipality is an equal opportunity employer and as such will observe the requirements of the **Employment Equity Act** and its **EE plan**
3. **Only online applications will be accepted via the link:** <https://bvmjobs.mcidirecthire.com>
4. **When applying via the link above please ensure that you fill in all required fields.**
5. **Also attach an updated CV (Including details of at least three (3) contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, and covering letter.**
6. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement subject to probation per the Local Government: Municipal Staff Regulations.
7. **For enquiries contact the Human Resources Office at 023 348 4961 or by email address:** [ssatarein@bvm.gov.za](mailto:ssatarein@bvm.gov.za) / [mntukulo@bvm.gov.za](mailto:mntukulo@bvm.gov.za) / [mmbiza@bvm.gov.za](mailto:mmbiza@bvm.gov.za)
8. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
9. Fraudulent qualifications documentation will immediately disqualify any applicant.
10. If you have not heard from us within sixty (60) days of the closing date, please accept that your application has been unsuccessful.

All applications should reach us by **11 August 2023 at 13:00.**

**The Municipality reserves its right not to make an appointment.**