

Directorate: Strategy, Economic Development and Planning

Neighbourhood Development Programme Co-ordinator (GURP)

(AA Position)

Package: Negotiable (Ref. 2010/023)

(5-year contract position)

Requirements: • An appropriate Bachelor's degree or equivalent in Management and Project Management or a related built environment
• The ability to take the initiative and work under pressure • General experience in a municipal environment and its dynamics • Experience in management of urban infrastructure and grant funding • Practical knowledge of Local Government's applicable legislation and policies, including the MFMA (Act 56 of 2003) • Experience in municipal service delivery • Computer literacy • A minimum of 10 years' experience in a similar-sized Municipality.

Key responsibilities: Generally, the NDPG Co-ordinator will be responsible for ensuring that the projects funded by the NDPG are aligned with the objectives of the Development Programme. As such, he/she must:
• Support the Executive Director • Work on project plans and budgets
• Liaise with the NDP division of National Treasury • Manage project risk
• Take responsibility for overall communication of projects • Report to Council • Compile project-related tender documentation • Put measures in place to ensure the success of all projects.

Closing date: 24 June 2011 at 16:00.

To apply, please forward the Sol Plaatje application form (not Z83) accompanied by a cover letter, your CV and applicable certified copies of your ID and certificates to 086 650 0314/086 644 1899 or e-mail: cjanse@solplaatje.org.za for attention: Miss Christine Janse.

Applications can also be hand-delivered on the 3rd Floor, New Civic Building, c/o Bultfontein and Lyndhurst Avenues. Please remember to state the reference number and correct job title (vacancy). Applications will not be considered if received after the closing date or if incomplete (without application form and certificates).

Application forms can be obtained from the Sol Plaatje Municipality, Civil Building, www.solplaatje.org.za/work or ask for them per e-mail – cjanse@solplaatje.org.za

Telephonic enquiries: Miss Christine Janse, tel. (053) 830-6705.



Sol Plaatje Municipality