



**PRINCIPAL CLERK: COMMUNITY SUPPORT
COMMUNITY DEVELOPMENT
COMMUNITY AND PROTECTION SERVICES
REF: CP/CS/CD/09**

Minimum Requirements: Gr 12 • 3-5 Year's relevant experience • A valid Code B Driver's License.

Other Requirements: Proficiency in at least two of the three Western Cape official languages (English, Afrikaans, Xhosa) • Excellent Communication Skills • Tactful and the ability to use discretion • Interpersonal Skills • Negotiation Skills • Problem-solving and analytical skills • Organisational Skills • Computer literacy • Report Writing, including minute taking • Attention to detail • Community Development Practice Skills • Community Marketing / Networking Skills • Ability to build and maintain inter-personal relations • Networking skills amongst community organizations and persons • Involvement in community projects

Responsibilities/Duties: Operate in geographic and thematic teams • Attend and chair meetings and integrate different vulnerable groups • Conduct community profiling exercises and ensure relevancy to programmes when applicable • Plan and implement programmes for vulnerable groups for example: sport development and holiday programmes in partnership with stakeholders • Monitor and evaluate implemented programmes • Write monthly reports including assessment, progress and activity reports for inclusion in a portfolio of evidence • Attend network structures and stakeholder meetings • Arrange logistics for programmes • Promote projects in the respective community • Prepare and present presentations on services when needed • Plan and implement inter-community projects between different communities • Undertake related administrative tasks such as booking venues • Arrange and do introduction talks in the community • Teach CV writing skills • Disseminate information about services and resources available • Assist organisations in the community with info that they need • Monitor the use of equipment and facility • Do community awareness programmes in partnership with stakeholders • Plan and implement workshops relating to area of functionality • Prepare, pack, distribute and record aid distribution • Provide administrative support to social relief assistance.

Added advantage: National Certificate in Community Development Work or in relevant field

Job related enquiries: Ms. Michelle Aalbers 021 808 8408

General Enquiries: Ms. Lucretia Koegelenberg 021 808 8102 or Ms. Evan Williams 021 808 8059

Salary: R 189 889.87 - R 246 421.47

Plus benefits

Applications, clearly marked and accompanied by the application form, a comprehensive CV, certified copies of qualifications, licenses and the details of contactable referees, must be emailed to the Human Resource Management Services at Stellenbosch Municipality at the following email address specifically linked to the above Directorate: Comprotect.Jobs@stellenbosch.gov.za


Your application must be completed on an official application form of Stellenbosch Municipality and will not be considered if not submitted. Application forms can be found on the Stellenbosch Municipal website <https://stellenbosch.gov.za>

Applications for the above-mentioned vacancy must be sent via the given email. If not, it will not be considered. No hand-delivered or posted applications will be considered.

Please note: By applying for this position, the candidate consents to verification checks of qualifications, criminal records and must be willing to be subjected to a rigorous evaluation process. Receipt of applications will not be acknowledged and no supporting documentation will be returned.

Canvassing with Councillors or any other decision-maker/ member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application

Closing date: 17 May 2024

 **Stellenbosch Municipality is an Equal Opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within ten (10) weeks of the closing date, please regard your application as unsuccessful. For more details on vacancies, visit our website www.stellenbosch.gov.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.**
