



**MOHOKARE**  
LOCAL MUNICIPALITY



**Mohokare Local Municipality subscribes to the principles of the employment equity act. It is the Municipality's intention to promote equity (race, gender and disability) through the filling of this position.**

**Applications are invited from suitably qualified persons to fill the following position.**

**LOCAL ADVERT**

**PUBLIC PARTICIPATION OFFICER- ZASTRON**

**REMUNERATION: R275 820.00 Per Annum (Total Cost to Company)**

**DURATION : Attached to the term of the Mayor**

**QUALIFICATIONS AND REQUIREMENTS:**

Applicants must be in possession of a Grade 12 Certificate. A qualification in Secretarial studies, Computer Literacy. Must have working 2- years' experience in the Local government environment. Must be physically fit due to the nature of work.

**ROLES AND RESPONSIBILITIES:**

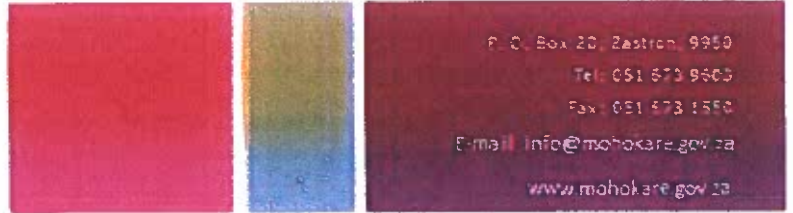
The Candidate will report directly to the Speaker within the respective unit. The incumbent responsibilities will entail amongst others:

- Leading, planning and controlling the various administrative functions of the public participation programs;
- Implementing all new policies and procedures, circulars, including guidelines which impact on the public participation programs;
- Overseeing the activities of coordinators and appointed service providers and provide guidance on project management, participatory models and other associated concerns related to such projects;

***PLEASE NOTE: Canvassing for appointment is highly discouraged and you are further advised that the council has the right to appoint any candidate if it is in view that no suitable candidate could be found.***



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**CLOSING DATE: 25<sup>th</sup> January 2022 @ 16H30**

For enquiries contact the Human Resources division on 051- 6739600. **ONLY MUNICIPAL APPLICATION FORMS** ([www.mohokare.gov.za](http://www.mohokare.gov.za)) fully completed and CV as well as certified copies (not older than 3 months) of qualifications and identity document must be submitted for the attention of:

**Human Resource Manager**  
**DC Matsoso**  
Mohokare Local Municipality  
P.O. Box 20

Zastron  
9950

Or Hand deliver application in the nearest Mohokare Municipal Offices. Faxed, Emailed and late applications will not be accepted. The successful candidate will be subjected to the verification of qualifications and any relevant checks and competency assessments.

**Applicants are respectfully informed that if no notification of appointment is received within 30 days of the closing date, they must accept that their application was unsuccessful. Correspondence will be limited to shortlisted candidates' only. Mohokare Local Municipality reserves the right to/not to make an appointment to the above advertised position.**

**Mr. Selby Selepe**  
**Municipal Manager**

