



MANDENI LOCAL MUNICIPALITY INTERNAL/EXTERNAL VACANCY

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position:

DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER
POSITION : YOUTH OUTREACH OFFICER (PERMANENT APPOINTMENT)
TASK GRADE : 10
SALARY NOTCH : R 287 736 PER ANNUM
SALARY SCALE : (R 287 736 pa – R 373 502 pa)
(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)
CLOSING DATE : FRIDAY, 15 AUGUST 2025 @12:00 PM
REF NO : PN 61/2025

MINIMUM REQUIREMENTS:

- National Diploma or Degree in Youth Development or Business Administration.
- 2 years' experience in youth development programs, community outreach, or working with young people in a structured setting.
- The candidate must be not older than the age of 35 and reside within Mandeni Municipality
- Valid Driver's licence code 08

KNOWLEDGE, SKILLS AND COMPETENCY

- Youth Development Principles - Understanding of youth empowerment strategies, development frameworks, and life skills programs.
- Community Development - Knowledge of how to engage with communities and implement outreach initiatives.
- Communication Skills - Strong verbal and written communication tailored for youth engagement.
- Strong knowledge of business development principles and start-up ecosystems
- Ability to speak confidently in public and facilitate group sessions



- Passion for Youth Development - Genuine commitment to uplifting and empowering young people.
- Computer Skills - Ability to use MS Office (Word, Excel, PowerPoint), email, and social media platforms

DUTIES:

- Plan, implement, and monitor youth-focused programs, events, and campaigns in line with municipal and national youth development strategies.
- Facilitate outreach initiatives to identify youth needs and engage with local youth structures, schools, and community organisations.
- Develop and implement outreach strategies targeting youth entrepreneurs and start-ups.
- Conduct youth dialogues, focus groups, and information sessions in communities.
- Facilitate business training workshops, mentorship programs, and resource mobilization.
- Monitor and evaluate program effectiveness and report on impact metrics
- Organize and support events such as Youth Month programs, awareness campaigns, sports, and cultural activities for youth engagement.
- Promoting and establishing entrepreneurship programmes for the youth with relevant employers and learnership programmes to reduce high unemployment levels.
- Maintain accurate records of youth initiatives, attendance registers, and budget expenditure.
- Attending meetings, participating in discussions and, preparing reports to management personnel outlining agreed steps and actions.
- Developing and submitting quarterly plans and reports with portfolio of evidence.

BENEFITS:

All standard Municipal Fringe benefits which *inter-alia* includes a Housing Subsidy, Medical Aid, and Pension fund would be applicable to the above post.

DIRECTIONS TO CANDIDATES:



Enquiries must be directed to Manager: Human Resource and Administration; tel: (032) 456 8200. **Please forward your application form and full CV with photocopies of certificates, quoting the relevant reference number and attach proof of residence on the prescribed form obtained from Mandeni Municipal Website to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered. Certified copies of certificate will be submitted by the shortlisted candidates.** If you do not hear from us within 30 days of the closing date, consider your application as unsuccessful. Application forms are available on the Mandeni Municipal Website www.mandeni.gov.za or at any Municipal building. Mandeni residents will be given first preference.

NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make an appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate.

SG KHUZWAYO
MUNICIPAL MANAGER

DATE:_____