

# My Job Search

## Department of Cooperative Governance is recruiting Community Development Workers [x22 posts]

Civil service administrative officer ,Pretoria, Gauteng, South Africa



cooperative  
governance

Department:  
Cooperative Governance  
**REPUBLIC OF SOUTH AFRICA**

**Estimated Salary: R241 485 – R281 559  
per annum (Level 06))**

**VACANCY**

### Development Workers [x22 posts]

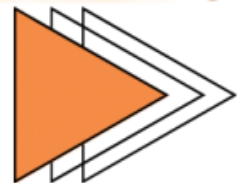
- REQUIREMENTS: NATIONAL SENIOR CERTIFICATE PLUS NATIONAL HIGHER CERTIFICATE/DIPLOMA (NQF LEVEL 5). ONE (1) TO TWO (2) YEARS RELEVANT EXPERIENCE. CODE 8 DRIVER'S LICENSE. COMPUTER LITERACY.



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**NOTE**

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**Closing: 09 June 2023**



### Description

The Department of Cooperative Governance is hiring and invites applications for the vacancy: **COMMUNITY DEVELOPMENT WORKERS (CDWS): MUNICIPAL PUBLIC PARTICIPATION (X22 POSTS).**

**CLOSING DATE:** 09 June 2023 at 16:00

**SALARY:** R241 485 – R281 559 per annum (Level 06)

**CENTRE:**

Mbashe Local Municipality (Ward 3 & 14) (X2 Posts)

Ngqushwa Local Municipality (Ward 2)

Raymond Mhlaba Local Municipality (Ward 2)

Greit Kei Local Municipality (Ward 7)

Amahlathi Local Municipality (Ward 15)

Ingquza Hill Local Municipality (Ward 16)

Nyandeni Local Municipality (Ward 10)

Mhlontlo Local Municipality (Ward 3)

Ksd Local Municipality (Ward 19)

Mbizana Local Municipality (Ward 16)

Matatiele Local Municipality (Ward 15) (X2 Posts)

Nxuba Yethemba Local Municipality (Ward 7 & 6)

Enoch Mgijima (Ward 2) (X2 Posts)

Elundini Local Municipality (Ward 5 & 9)

Makana Local Municipality (Ward 6) (2 Posts)

Koukama Local Municipality (Ward 2 & 3)

Ndlambe Local Municipality (Ward 3)

DR Beyers Naudeur Local Municipality (Ward 11)

**REQUIREMENTS:** National Senior Certificate plus National Higher Certificate/Diploma (NQF Level 5). One (1) to Two (2) years relevant experience. Code 8 driver's license. Computer literacy.

**Competencies:** Knowledge of the Community Development Facilitation and Community participation process at Municipal level.

Understanding of government programmes and projects must be able to interpret government policy to communities, good working relations with the community. Positive attitude towards public.

Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills.

**Creative thinking and innovative, communication and interpersonal skills:** This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication.

**Cultural Sensitivity:** Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development.

**Adult educational skills:** being able to teach experientially using participatory techniques.

**Programming and development skills:** The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environment protection, forestry, transport, housing, sport and recreation.

**Personal Attributes:** self – motivation, flexibility and ability to work in a team on participatory projects.

**Added advantages:** Computer literacy, research skills, a valid code 8 (EB) drivers' licence.

**DUTIES:** Disseminate government and other information to community members in a timely and equitable manner. Listen and receive feedback and directing this appropriately to providers.

Supervise work teams of volunteers or community members involved in community projects such as those employed on public works programmes.

Assist Communities in understanding government programmes, developing and submitting Integrated Development Plans to municipalities and other spheres of government or donors. Coordinate interdepartmental programmes and encourage improve integration.

Maintain ongoing and liaison and collaboration with various community-based organisations and other cadres

of community- based workers. Promote the principles of Batho Pele and community participation.

Alert communities and other services providers to problems and delays in the delivery of basic services.  
Assist in the implementation of government programmes and projects.

Liaise and advocate on behalf of communities with government parastatals, NGO and private sector donors, monitor and evaluate the development impact government projects and programmes have on communities and submit a report to the relevant structures of government (local, provincial and national).

Assist local communities in dealing with the HIV/AIDS pandemic by intensifying education and awareness on HIV related matters.

**ENQUIRIES :** Mr W.M Cwele Tel No: (040) 940 7073/7083/7071/7077/7078/7075/7084/7080

e-Recruitment Technical Enquiries: [Nande.Mabusela@eccogta.gov.za](mailto:Nande.Mabusela@eccogta.gov.za)

**APPLICATIONS:** Must Be Submitted As Follows: Via the provincial e-recruitment system accessible at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>

The Provincial E-Recruitment System Closes at 23: 59 on the Closing Date. And, addition, should be directed to The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605.

Hand delivered applications will be received at Foyer

**NOTE/ Instruction:** Applications must include only TWO (2) documents. A completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae.

Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date.

Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA).

Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process.

Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert.

Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered.

The Department does not accept applications via email or fax.

### Advertiser details

Name	MyJobSearch
Phone	<a href="tel:0123340705">012 334 0705</a>
Email	<a href="mailto:info@myjobsearch.co.za">info@myjobsearch.co.za</a>
Address	87 Hamilton Street, Arcadia, PRETORIA, 0083,Pretoria, Gauteng, South Africa - 0001

### More details

Company Name	Department of Cooperative Governance
Advertised By	Agency
Job Type	Full Time
Language	English
Gender	Any
Drivers Licence	Code B
Highest Education	Matric
Experience	2+ yrs
Salary	R241 485 – R281 559 per annum (Level 06)
Link	<a href="#">Download Application Form</a>