

Mossel Bay Municipality invites persons to apply for the under-mentioned vacancy and is an employer committed to equal employment.

Gender, Disability and HIV/AIDS Officer

Salary scale: R187 380 per annum (plus non-pensionable allowance of R4 248 per annum)

Requirements: • B degree in the relevant field of Gender, Disability and HIV/AIDS or equivalent • Code EB driver's licence • 3 years' relevant experience, preferably in community development, networking skills in Local Government, HIV co-ordination, project and events management • Ability to work independently • Knowledge of events management • Good knowledge of national legislation for relevant 3 divisions.

Key performance areas: • Research and identify the skills needs of persons with disabilities and women in the community and in the workplace • Promote capacity building of disabled persons and women in the community as well as in the workforce • Plan, implement, co-ordinate, monitor and evaluate identified projects/skills development • Ensure that projects/programmes are sustainable and address the needs of the persons with disabilities and women at large • Network, liaise, form partnerships and consult with Government departments, NGOs, NPOs, business, etc • Consult with organisations and individuals on matters concerning disability and women and due challenges • Co-ordinate audits regarding physical accessibility for members of the public to all Municipal buildings • Serve on a consultation basis for any development and structural changes to be made by the Municipality to address accessibility • Educate on and create awareness programmes and informative sessions • Address the HIV/AIDS pandemic • Write progress reports and items for Council meetings • Record statistics • Develop new skills development course material in conjunction with LED (Local Economic Development).

Closing date: 12 February 2010.

Applications in writing on the official application form and accompanied by a comprehensive CV, which will be regarded as confidential, must be directed to: The Head: Human Resources, PO Box 25, George Road, Mossel Bay 6500. These conditions are compulsory and failing to comply will automatically lead to disqualification of the applicant. Application forms are available on the Municipal website at www.mosselbaymun.co.za or electronically available from the contact persons mentioned hereunder.

Original certified copies of proof of qualifications should accompany the CV. For equity purposes, please indicate your race, gender and disability status.

Further details are obtainable from Ms G Meiring and Ms H Messier at (044) 606-5000.

If applicants are not contacted within 40 days of the closing date, it can be accepted that they were not successful.

The Mossel Bay Municipality is committed to comply with the requirements of the Employment Equity Act, No 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

Application forms should be delivered as indicated before the closing hour and no late applications will be accepted.

Dr M Gratz

Municipal Manager

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