



The Chris Hani Co-operative Development Centre NPC hereby invites suitably qualified persons to fill the following positions.

SOCIAL FACILITATION OFFICER - P002/2019 (x2)

- Queenstown – One (1) year fixed contract position
- Salary package : R160, 000 – R180, 000

Primary Role

The primary role is to provide assessments, facilitate and co-ordinate development and growth initiatives for projects of the institution to support the Executive Manager, while also carrying out key projects and liaison functions.

Key Responsibilities

- Development and implementation of Social Facilitation Framework;
- Stakeholder mobilisation and development of initiatives;
- Establish an informed level of communication with stakeholders;
- Communicate and coordinate communication between the various stakeholders at agreed time frames;
- Provide a link between local community structures and the project task team
- Provide updates and analysis on pertinent action related to the project (reports);
- Organizing and managing community meetings;
- Performing other communication and engagement related duties that may be assigned by the Project Manager.
- Verification and updates of beneficiaries
- Provision of support for beneficiaries
- Implement activities related to beneficiaries
- Prepare Plan and reports on beneficiaries
- Implement capacity building & mentorship support to stakeholders
- Produce a close-out report on outputs and outcomes of the listed activities.

Key Competences

- Demonstrated high level of written, verbal and interpersonal communications skills, including the ability to work with internal and external persons at all levels.
- Thorough knowledge and understanding of the implementation of performance management, discipline and employee development.
- Must have skills in conflict management and dispute resolution.

Minimum Requirements

- Grade 12
- NQF level 5 qualification in Social Science any appropriate relevant qualification
- Advance Computer Literacy MS Office, MS Projects and Drivers' Licence
- Minimum of two (2) years relevant work experience
- Proven ability in effective written and oral communication - fluency in isiXhosa will be an added advantage
- Experience of working in informal settlement projects is a key requirement.

How to apply:

You can forward your application to;

The Executive Director at The Co-operative House, 22 Cathcart Road, Queenstown, 5320

Your application must consist of the following; Cover letter, Curriculum Vitae, certified copies of Qualifications your Identity Documents and, Driver's License. If applicants receive no notification within one month from the closing date, please assume that your application was unsuccessful. The CHCDC reserves the right not to fill the position.

Enquiries: Mr Zingisa July at 045 838 8086/1841 hr@chrishanicdc.org.

Closing date: 23rd September 2019