Drakenstein Municipality, an employer that is committed to equal employment opportunities, invite people who qualify to apply for the below mentioned vacancy within its Safety and Community Services Department.

PERSONNEL VACANCY
EXTERNAL APPLICATIONS WILL BE CONSIDERED

MANAGER: SOCIAL DEVELOPMENT AND PUBLIC FACILITIES
REF NO: C-CDL-SRM
DEPARTMENT: SAFETY AND COMMUNITY SERVICES
DIVISION: SOCIAL DEVELOPMENT AND PUBLIC FACILITIES

SALARY SCALE	**TASK LEVEL 15 -Total cost to company – R1 250 770.81 – R1 514 449.40 per annum** **Benefits: Car allowance, Housing subsidy, Medical aid, Pension and Grouplife**

JOB PURPOSE:
To manage community and development section of the Department by developing programmes, strategies, approaches and policies aligned to national priorities on poverty alleviation, social development and building of social capital in communities in line with the vision and objectives of Drakenstein Municipality and developmental local government and bringing government closer to the people. Managing the utilization of community facilities and strategically manage the halls and Thusong centres in sustainable, effective and efficient manner aligned to national and provincial policies, strategies and prerogatives.

SELECTION REQUIREMENTS FOR THE POST:
- Degree in Social Work, Development Studies, Community Development

OTHER REQUIREMENTS FOR THE POST:

- Computer literacy (Venus, Core/ Word Perfect, Excel)
- Knowledge of support networking
- Leadership skills
- Good communication, human relations and interpersonal skills
- Code B drivers' licence
- Fluent in Afrikaans and English
- Analysis skills
- Financial management skills
- Project management skills
- Knowledge of MFMA and relevant legislation

EXPERIENCE:
- 6 – 7 years relevant experience

COMPETENCIES

• Managing work • Planning and organising • Facility specific skills • Workplace safety • Interpersonal relationships • Communication • Service delivery orientation • Coaching and mentoring • Team orientation	• Action orientation • Resilience • Change readiness • Learning orientation • Problem solving • Accountability and ethical conduct • Impact and influence • Direct setting

GENERAL INFORMATION:

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including housing allowance for homeowners subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act. Preference will be given to candidates who comply with the Employment Equity Targets but will not be the only criteria applied.
3. All applications are subject to reference checking and verification of qualification checking, which means that by applying for a position at the Municipality, you give us consent to do the various checking.
4. Applications received after the closing date, or which have been received without the prescribed application form and documentation/s mentioned below will not be considered.
5. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within three (3) months from the closing date.
7. Placement of candidates for work can be done in any area of Drakenstein. This area covers Simondium, Paarl, Wellington, Gouda, Hermon and Saron.
8. Applications within the **Drakenstein municipal area** will be receiving preference.
9. The Municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provided to us is true, correct and up to date.
10. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interest and a performance contract (where applicable) with the employer.
11. Candidates that arrive late for interviews will be disqualified.
12. The Municipality reserves the right not to make an appointment.

Only the prescribed application form available at below mentioned sites will be accepted:

(a) Municipal Website (www.drakenstein.gov.za); and

(b) Human Resources Offices at Civic Centre, Berg River Boulevard, Paarl, 7622 (Mondays to Fridays from 08:00 until 15:30).

(c) No other application form will be accepted.

Clearly indicate the reference number for the post you are applying for on the prescribed application form. Your fully completed application form must be accompanied by your CV and relevant certified supporting documents

when handing it in. Certified copies must not be older than three (3) months. **No fax copies will be accepted.** ***No CVs will be returned on the applicant's request, therefore please do not send us your original certificates.***

Your application can be submitted via email to: communityjobs@drakenstein.gov.za, hand delivered or posted to Drakenstein Municipality, Human Resource Offices, PO Box 1, Berg River Boulevard, Paarl, 7622.

Closing date for emailed applications: 04 December 2026 at 23h59
Closing date for hardcopies: 04 December 2026 at 15h30

CITY MANAGER