



Suitably qualified persons are invited to apply for appointment to the following positions:

**1. DIRECTORATE: SOCIAL SERVICES**  
**SUB – DIRECTORATE: SOCIAL DEVELOPMENT**  
**Post NO. 1.1 Lay counselor**

**Qualifications:** Grade 12 plus HIV and AIDS course.

**Experience:** A minimum of at least two to three (02) years appropriate experience will serve as a recommendation.

**Core description:** The successful candidate will be responsible for the following functions:

- To provide pre, post and ongoing counseling to clients; and
- To support Home Based Care organization and vulnerable children.

**Additional Requirements:**

- Computer literate;
- Proficiency in at least two (02) official languages of Mangaung; and
- People skills and communication skills.

**Salary Grade:** 012 – 010

**NB: Correction of the Core Description of the post.**

**2. DIRECTORATE: STRATEGIC PROJECTS AND SERVICE DELIVERY**  
**REGULATION**  
**SUB – DIRECTORATE: STRATEGIC PROJECTS**  
**Post NO. 2.1 DATA ANALYST**

**Qualifications:** Grade 12 or relevant experience.

**Experience:** A minimum of at least two (02) years appropriate experience in data capturing and management (administration thereof).

**Core description:** The successful candidate will be responsible for the following functions:

- Custodian of the Monitoring and Evaluation (M&E) information management database;
- Liaise with provincial and National IT specialist on related issues;
- Provision and quality control of data and information technology;
- Manipulation of data for the preparation of all necessary reports to municipal and the relevant provincial and national departments;
- Documentation management; and
- Statistical analysis of M&E information to assess the ability of MMM in achieving its constitutional mandate and other targets set.

**Additional Requirements:**

- Good communication skills;
- Attention to detail; and
- Accuracy.

Salary Grade: 009

**NB: Correction of the post requirements and experience.**

The closing date in respect of these positions remains **16 January 2015**. Applicants who wish to be considered for a post must post / e – mail / submit their applications with complete details (Certified copies of their SA Identity Document / Card and certificates) as well as comprehensive CV's directly to the address indicated below.

Applicants may also call on the relevant telephone number as provided for more information.

Please note that if you do not receive any correspondence from this organisation regarding your application within 30 days after the closing date of this advertisement, you should regard your application as unsuccessful. The Municipality reserves the right not to make any appointment.

THE GENERAL MANAGER: HUMAN RESOURCE MANAGEMENT

P.O. BOX 3704

BLOEMFONTEIN

9300

Telephonic Enquiries : 051 – 405 8517 OR e – mail: [valerie.lecoko@mangaung.co.za](mailto:valerie.lecoko@mangaung.co.za)

We thank all applicants for their interest.