

# O. R. TAMBO DISTRICT MUNICIPALITY

**OFFICE ADDRESS:**  
O.R. Tambo District  
Municipality House  
Nelson Mandela Drive

**POSTAL ADDRESS:**  
Private Bag X 6043  
UMTATA  
5100



O.R. TAMBO  
DISTRICT MUNICIPALITY

**TEL:** (047) 501 6400  
(047) 501 7000

**FAX:** (047) 532 4166

**E-mail:** ortambodm@ortambodm.org.za

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**O.R Tambo District Municipality covers seven Local Municipalities namely: King Sabata Dalindyebo, Mhlontlo, Nyandeni, Port St Johns, and Ingquza Hill.**

The OR Tambo District Municipality require the services of suitable qualified persons to fill the following positions:

**1. SKILLS DEVELOPMENT FACILITATOR: TG- 12**

**Salary Scale: R196, 500.67 – R255, 066.85 pa (Excluding benefits)**

**Minimum Requirements:**

National Diploma/Degree in Training and Development/HRD/ODETDP. 3-4 years experience within the human resources environment with possible specialization in training and development or HRD. Code EB Drivers licence.

**Key Performance Areas:**

- Analyse skills requirement within an organisation and coordinates the execution of the personal development plan of employees and monitors the implementation of the WSP and reports accordingly.
- Ensure institutional readiness for the development of the workplace skills plan.
- Compiles and finalises the workplace skills plan.
- Funding for skills development.
- Monitors implementation of skills development.
- Chairing meetings and communicating skills development to stakeholders.
- Coordinates learnerships.
- Reporting.

**TAKE NOTE:**

Certified copies of qualifications, CV, driver's licence and ID copies must accompany • Applications. Failure to submit the documents listed above will result in disqualification.

- **People with disabilities are encouraged to apply and disclose the nature of their disability.**
- Hand delivered applications should be sent to the Registry Office at Magwa House, Nelson Mandela Drive, Mthatha.
- The words **"APPLICATION FOR VACANCY "** should appear on the same side of but separate from the address in the same envelope so as to sensitise the Registry Office to the closing date.
- **In your application letter**

**please indicate the source of media you have seen the post on** • Faxed/E-mailed applications will not be considered. • When the applicant has not been notified of the results within three (3) months or (90) days from the closing date, the applicant should regard his/her application as unsuccessful • The Council reserves the right not to continue with the interviews and appointments if the Council feels no suitable candidate could be found. • Canvassing of Councillors/ Management is not permitted and proof thereof will result in disqualification

• For any enquiries contact the Human Resources Department on the following Telephone numbers:  
047 501 7036/35 or  
047 501 7079

Please address your application to the Director Human Resources, O.R. District Municipality Private Bag x 6043, Mthatha, 5099.

**CLOSING DATE FOR APPLICATION IS 03 AUGUST 2011**

**ACTING MUNICIPAL MANAGER: A.M. NCUBE**