

Applications are hereby invited from suitably qualified and experienced persons for the following position

**1. Post: COMMUNICATIONS OFFICER**

**Task grade: TG12**

**Salary Scale: R236 383 – R306 838**

**Requirements:** An appropriate B Degree or Equivalent

Knowledge and understanding of Public Communications, Public relations and Marketing guidelines

 Valid driver’s license

 Computer literacy (Ms Word, Excel, PowerPoint)

At least three years relevant experience

 Broad knowledge of all media

 Excellent public relation skills

 Excellent written and verbal communication skills in at least two of the three Eastern

 Cape official languages

 Ability to function in a community environment

 Ability to function efficiently under pressure and be deadline orientated

 Ability to deal with National and Provincial government department, other municipalities, stakeholders and staff in an appropriate manner.

 Ability to function independently, as well as within a team.

**Main duties:** Compile and distribute Press Releases

Respond to Media enquiries on a day to day basis

 Conceptualize, maintain and create updated content for all communication platforms, including Newsletters, Publications, Website and Social Media

 Drafting of official speeches and documents, including research, fact checking and editing

 Help raise the Municipality’s profile by running external and in-house Media events

 Develop suitable ways of communicating complex information to all Municipal Stake holders

 Communicate the Municipality’s vision by developing and implementing short – and long term Media strategies for specific projects and initiatives

 Liaise with key directorates/departments to develop proactive communications plans to support their business objectives, projects and programmes

 Evaluate Media coverage and prepare reports for operational purposes, Committee meetings and Council

 Promote and attend municipal corporate/community events during and after business hours

 Proof reading and editing of public documents and publications

 Undertake Media training for Council, Directors and Senior Management

 Perform other reasonable administrative duties as requested by Supervisor

|  |
| --- |
| The successful applicants will qualify for the normal fringe benefits offered by a localauthority, further details of which are available from the Human Resources Officer: Recruitment and Selection (Mrs. H.C. Wessels) of the Municipality at 049 8075702.  |
|  |

All applicants must complete the official Dr Beyers Naude Local Municipality application

form which much be accompanied by a detailed curriculum vitae plus certified copies of all qualifications of applicants and at least two recent testimonials which must reach the Human Resources Officer, (Mrs.H.C.Wessels) at Dr Beyers Naude Local Municipality, P.O. Box 71, Graaff-Reinet, 6280 not later than **Thursday, 12 April 2018.**

Late, faxed or emailed applications will not be considered.

The municipality is committed to the provisions of the Employment Equity Act.

Applicants who have not been contacted within six weeks from the closing date should consider themselves unsuccessful.

Canvassing of councillors or officials in respect of the position will lead to the disqualification of the applicant.

The Council reserves the right to recover the cost of this advert from any candidate who, after appointment, declines appointment. Council reserves the right not to fill the vacancy.

**DR E.M. RANKWANA**

**MUNICIPAL MANAGER**

**P.O. Box 71 Tel: 049 8075700**

**Graaff-Reinet Fax: 049 8924319**

**6280**

**NOTICE NO: 19/2018**