



**INTERNAL & EXTERNAL ADVERTISEMENT**  
**DEPARTMENT: MUNICIPAL MANAGERS OFFICE**

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

**POST: COMMUNICATIONS OFFICER**

**SALARY TK: TG 12**

**SALARY SCALE: R410 808 – R533 196**

**QUALIFICATION AND EXPERIENCE REQUIRED**

- Diploma/ Degree in Public Relations/ Journalism /Communications, media studies and marketing - NQF Level 6/ 7.
- Computer Literacy – Office Applications
- Code EB Driver's License.
- Report writing
- Valid drivers' license
- 3 Years' Experience
- Sound administrative skills.
- Good verbal and written communication skills.

**CORE RESPONSIBILITIES FUNCTIONAL COORDINATION**

**COMMUNICATIONS & IGR OBJECTIVES**

Coordinating the functions associated with key performance areas of the Communications & IGR functionality by:

- Identifying with the key deliverables and immediate goals detailed in the Council's Integrated Development Plan in respect of Communication.
- Identifying annual departmental calendar events for submission/ and forwarding to relevant media and stakeholders.
- Maintaining a positive relationship with the public and media through the promotion of the Municipality by providing sufficient information pertaining to Municipal services and the understanding of Council's policies, procedures, goals and programs.  
Implementing initiatives and interventions (public relations programs, Municipal publications, Exhibitions and Educational programs) necessary for the delivery of a professional and quality service with due consideration given to the communications needs of the Municipality and priorities requiring attention.

**IGR COMMUNICATION & INFORMATION COORDINATION**

Implements processes necessary to facilitate IGR communication between the Municipality and its target stakeholders through information coordination by:

- Liaising with Sector Departments, other Local Municipalities, Traditional Leaders, Municipal Managers, National & Provincial departments and Special Programs Officers.
- Marketing and promoting IGR projects and programs with the main objective of marketing the municipality and its leadership.
- Implementing IGR policies and procedures and/ or making recommendations on changes/amendments through the submission of reports to the immediate supervisor.
- Facilitating communications meetings, implementing resolutions taken at IGR meetings, providing support to the IGR Forum, and performing administrative functions for the forum.

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**SUPERVISION**

Coordinates the tasks/ activities of personnel and allocates and prioritizes outcomes by:

- Monitoring attendance/ conduct and output and addressing deviations from agreed performance indicators through meetings/ counseling and/ or other approved methods designed to improve and motivate personnel.
- Addressing workplace conflict/ conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures.
- Assessing and introducing measures to facilitate understanding of processes and procedures with respect to relevant applications and/ or providing input into specific training requirements.

## **PUBLIC RELATIONS FUNCTIONS**

### **MEDIA AND COMMUNICATION/ PUBLIC INFORMATION**

Coordinating processes necessary to facilitate communication between the Municipality and its target publics through publications by:

- Compiling programs based on departmental activities and dates for allocation of duties in order to publicize activities/ programs.
- Communicating with the media as a tool for imparting Council information viz. publishing quarterly publications i.e. Opening of Council, Community focus in Community Outreach Programs, etc.
- Coordinating media coverage through press releases of all municipal functions/ events e.g. VIP visits, civic and ceremonial functions, and facilitating protocol.
- Organizing interviews on radio/ television for relevant senior personnel, placing adverts on radio and newspapers highlighting public attendance for programs.
- Providing an intermediary service between management and council employees as a communication facilitator/ interpreter as and when required.
- Translates brochures, press releases, video scripts and other documents as required.

## **ADMINISTRATION FUNCTIONS**

### **ADMINISTRATION**

Performs specific administrative and reporting requirements associated with the key performance and result indicators of the functionality by:

- Preparing investigational, productivity and performance reports referring to statistical data and qualitative information related to service delivery initiatives of the Section for the attention of the immediate supervisor for consideration and inclusion into Council and Sub Committee reports.
- Compiling investigational reports and / or responses to correspondences and queries, undertaking research or extracting information and records to support content, recommendations and/ or opinion.
- Maintaining the activity and recordkeeping systems and/ or executing specific actions to facilitate the updating of communications registers and schedules.

All applicants must complete the official Dr Beyers Naude Local Municipality application form which must 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, or Email: [recruitment@bnlm.gov.za](mailto:recruitment@bnlm.gov.za) not later than **Wednesday, 8 July 2026** late applications will not be considered. The municipality is committed to the provisions of the Employment Equity Act in its Recruitment/Employment policies. 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. Council reserves the right not to fill the vacancy.

**DR E.M. RANKWANA**  
**MUNICIPAL MANAGER**

P.O. Box 71  
Graaff-Reinet  
6280

**049 8075700**

**REFERENCE NR: 86/2026**