



# **MAFUBE Local Municipality**

**64 J.J. HADEBE Street  
P.O. Box 2  
FRANKFORT, 9830**

**Phone : 058 813 1051  
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E-Mail : [info@mafube.org](mailto:info@mafube.org)**

Mafube Local Municipality invites applications from suitably qualified candidates with the necessary drive, enthusiasm as well as demonstrated competence and ability to perform their best, to apply for the following vacancies. Appointment will be made in line with the Mafube Municipality's Employment Equity Policy.

## **RISK OFFICER**

**DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER**

**SALARY: R127 063.54 – R145 513.60 REF: 30/2012-13**

**REQUIREMENTS:** ♦ An appropriate Degree or National Diploma in Internal Auditing or Risk Management. ♦ A minimum of two (2) years relevant experience. ♦ Knowledge of Local Government and other pieces of legislation. ♦ Computer literacy. ♦ Good communication skills.

**KEY PERFORMANCE AREAS:** ♦ Formulate, develop and implement Council's Risk Management Policy and Strategy. ♦ Assist with input in the Council's response to new Risk Management legislation, developments in services, practices and procedures. ♦ Co-ordinate the provision of reports and advice to the Management Team. ♦ Assist in the Risk awareness campaign among officials and other stakeholders.

## **COMMUNICATION OFFICER**

**DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER**

**SALARY: R127 063.54 – R145 513.60 REF: 31/2012-13**

**REQUIREMENTS:** ♦ Diploma in Journalism, Communication, Marketing or equivalent qualification. ♦ A minimum of two (2) years relevant experience. ♦ Knowledge of Local Government communication system and legislations applicable in the Local Government sector. ♦ A valid driver's licence. ♦ Computer literacy. ♦ Good communication skills.

**KEY PERFORMANCE AREAS:** ♦ Compile, update and maintain Council's website. ♦ Provide Public Relations functions to the Municipality. ♦ Develop and maintain a corporate image or brand and identity of the Municipality. ♦ Implement intergovernmental/intersectoral collaboration programmes within the Municipality. ♦ Compile advertisements to promote the Municipality. ♦ Be responsible for promotions, special events and advertising campaigns of the Council. ♦ Provide sound advice on the institution's communication strategies. ♦ Help to write speeches. ♦ Respond to media queries, write media statements, monitor and evaluate the media. ♦ Provide support to the District and Provincial offices and GCIS in implementing communication activities and campaigns based on the Government Communication Programme.

**CLOSING DATE: 30 November 2012**

Interested persons meeting the requirements should forward their application letters with a detailed Curriculum Vitae and certified copies of qualifications to:

**The Municipal Manager, P.O. Box 2, FRANKFORT, 9830**

**ENQUIRIES: Mr. Bongani Sigasa, The Manager Human Resource at  
Tel. 058-813 9706**

**NO FAXES OR E-MAILS WILL BE ACCEPTED.** Correspondence will be limited to short-listed candidates only. If you have not been contacted within 30 days after the closing date, please consider your application as unsuccessful.

**P. I. RADEBE - MUNICIPAL MANAGER**