



Mafube Local Municipality
OFFICE OF THE MUNICIPAL MANAGER

64 J.J Hadebe Street
P O Box 2
FRANKFORT, 9830

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EXTERNAL-ADVERTISEMENT

Date: 29 July 2022

Ref. No: 10/1/1

Mafube Local Municipality comprises of the following towns: **Frankfort, Villiers, Tweeling** and **Cornelia**. Mafube Local Municipality subscribes to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past and need to appoint a suitable and experienced person in the under mentioned position. People with the skill and expertise to discharge the duties of the undermentioned position are invited to apply.

JOB ADVERTISEMENT	
JOB TITLE	COMMUNICATION OFFICER
TERM OF APPOINTMENT	Permanent
PLACE TO BE STATIONED	Frankfort
REMUNERATION PACKAGE	R 233 196.03 per annum
REQUIREMENTS	An appropriate qualification in Communication, Public Relations or relevant equivalent NQF 6, valid driver's license <i>and 2 years relevant experience.</i>
SKILLS AND COMPETENCY	Strategic leadership and management, Strategic Financial Management. Governance, ethics, and values in the public sector. Analytical thinking. Policy conceptualization and implementation. Conflict management, Risk and change management, Mediation skills, Diversity management and Project management. Report writing and presentation skills. People management and interpersonal skills. Stakeholder's relations. In-depth knowledge of current trends in innovations and practices to be able to analyse and evaluate the feasibility of options and alternatives in the delivery of quality services that comply with statutory provisions. A broad understanding of infrastructure development principles and practices and financial management and understanding of municipal financial systems, improvement of public services and access through accelerated infrastructure development program and technical services.
PERSONAL ATTRIBUTES	Integrity, honesty, maturity, and courtesy. Diplomacy and commitment to providing progressive democratic and accountable government. Strategist and excellent corporate planner. Excellent communication and motivational skills. Customerfocused. Advanced negotiation skills. Analyticalthinker. Diversity management skills.
KEY PERFORMANCE AREAS	Compile and distribute Press Releases Respond to Media queries 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 Stakeholders, Communicate the Municipality's vision by developing and implementing short and long term Media strategies for specific, projects and initiatives Liaise with key 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, Senior Management and other relevant Officials, Perform other reasonable administrative duties as requested by the Municipal Manager
APPLICATIONS	<p>Please note: Applications will not be acknowledged, should you not be contacted within three (3) months after the closing date of the advertisement, please consider your application unsuccessful. Qualifications and SA citizenship checks will be conducted on all short-listed candidates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof. The municipality subscribes and promotes the principles of employment equity and affirmative action. The Municipality reserves the right not to make an appointment if, in its view, no suitable candidate could be found. Only candidate who meet the abovementioned competencies will be shortlisted. Successful candidates will be subjected to competency assessments, qualification verification, security vetting and criminal records checking.</p> <p>Forward your applications to: The Municipal Manager, Mr. L.J Ralebenya Mafube Local Municipality P.O Box 2 Frankfort, 9830</p> <p>Or Hand Deliver Applications at: Municipal Building 64 JJ Hadebe Street Frankfort, 9830</p> <p>Applications must be accompanied by a signed covering application letter, a comprehensive CV and originally certified copies of: (ID) Identity Document, Driver's License and Qualifications.</p> <p>NB: Faxed, e-mailed, and late applications will not be considered.</p>
CONTACT PERSON FOR ENQUIRIES	Mr. I. Ngozo - 066 4846747
CLOSING DATE OF APPLICATIONS	31 August 2022

Approved by:

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Mr L.J. Ralebenya
Municipal Manager