



Mafube Local Municipality

OFFICE OF THE MUNICIPAL MANAGER

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

Phone : 066 102 6792
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Enquiries: Me DikelidiMadibo	Date: 20 September 2024
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EXTERNAL ADVERT

MAFUBE LOCAL MUNICIPALITY INVITES APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES WITH THE NECESSARY DRIVE, ENTHUSIASM AS WELL AS DEMONSTRATING COMPETENCY AND ABILITY TO PERFORM THEIR BEST, TO APPLY FOR THE FOLLOWING VACANCY. APPOINTMENTS WILL BE MADE IN LINE WITH THE MAFUBE LOCAL MUNICIPALITY'S EMPLOYMENT EQUITY POLICY

Directorate : Office of the Municipal Manager
Post : Communication Officer
Salary : R295 169 – R342 151 per annum
Duration : Permanent
Location : Frankfort

Qualifications and Experience

An appropriate qualification in Communication, Public Relations or relevant equivalent NQF 6, valid driver's license and 2 years' relevant experience.

Duties and Responsibilities.

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, 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

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 candidates who meet the above-mentioned competencies will be shortlisted. Successful candidates will be subjected to competency assessments, qualification verification, security vetting and criminal records checking.

Forward your applications to:

The Acting Municipal Manager, Adv M.F Lepheana

Mafube Local Municipality

P.O Box 2

Frankfort, 9830

Or

Hands deliver applications at:

Municipal Building

64 JJ Hadebe Street

Frankfort, 9830

Applications must be accompanied by a signed covering application letter, Application form (obtainable from our website) a comprehensive CV and originally certified copies of: (ID) Identity Document, Driver's License and Qualifications.

NB: Faxed, e-mailed and late applications will not be considered

Enquiries: Me Dikeledi Madibo (HR Manager), Tel: 079 020 8159/0661026792

Closing date: 08th October 2024

Adv. M.F Lepheana

Acting Municipal Manager

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