



THEMBELIHLE

*Incorporating the towns of Strydenburg and Hopetown
Northern Cape Province, Republic of South Africa*

**LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI**

✉ Private bag X3 HOPETOWN 8750
Church Street HOPETOWN 8750
☎ (053) 2030005/8
Fax (053) 2030490
www.thembelihlemunicipality.gov.za

Thembelihle Municipality, an equal opportunity, affirmative action employer, is awaiting the applications for the following position.

COMMUNICATIONS OFFICER

REQUIREMENTS and COMPETENCIES NEEDED:

- An appropriate B Degree or Equivalent with at least three years relevant experience
- Knowledge and understanding of Public Communications, Public relations and Marketing guidelines
- Valid Code B Drivers' license
- Computer literacy (MS Word, Excel, PowerPoint)
- Broad knowledge of all media and excellent public relations skills
- Excellent written and verbal communication skills in at least two official languages
- Ability to function in a community environment
- Ability to function effectively under pressure and be deadline orientated
- Ability to deal with National and Provincial government departments, other municipalities, stakeholders and staff in an appropriate manner
- Ability to function independently, as well as within a team.

DUTIES: KEY PERFORMANCE AREA

- 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 Manager Corporate Services

Remuneration: Annual salary based on Notch 1 Task Grade 10 of Category 1 Local Authority

Closing Date: 29 April 2016

Applications should be accompanied by an updated and comprehensively detailed C V with certified copies of qualifications, testimonials and ID document. No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted. If you don't hear from us within 60 days from the closing date, please regard your application as unsuccessful.

Please forward applications to:

Municipal Manager
Thembelihle Municipality
Private Bag X3
HOPETOWN
8750
Tel: 053-2030005/8/442

Enquiries: Manager: Corporate Services, attention **Mr NE Mguye**