



# THEMBELIHLE

LOCAL MUNICIPALITY  
PLAASLIKE MUNISIPALITEIT  
U-MASIPALA WASEKUHALENI

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

✉ Private bag X3HOPETOWN8750  
Church Street HOPETOWN 8750  
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## EXTERNAL/INTERNAL ADVERTISEMENT

### NOTICE NO: 9/2024

**Thembelihle Municipality, with its Headquarters in Hopetown hereby invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.**

### **DIRECTORATE: MUNICIPAL MANAGERS OFFICE**

#### **1. POST: COMMUNICATIONS OFFICER**

**Remuneration: R273 668.88 per annum (Grade 10 Notch 1 of a Category 1 Local Authority).**

**Abovementioned post offers the following benefits:**

- 13<sup>th</sup> Check
- Pension Fund Benefits
- Medical Aid Benefits
- Leave benefits

#### **2. Requirements:**

- National Diploma in Public Relations.
- Drivers License Code B
- Preferably 3 years exposed experience in a Local Government Technical Department.
- Good analytical and interpersonal skills.
- Good communicator.
- Organisation Skills
- Computer Literacy – Microsoft Word, Excel, Power and Power Point

#### **3. Key Performance Areas:**

- Identifying customer (internal) needs by conducting surveys, through discussion or personal contact
  - Provide inputs into and generating aspects that should be included in the organisational strategic plan (IDP)
  - Communicating vision and strategy and progress on action plans to sub-ordinates and customers by drafting articles for the press or internal newsletter, addressing people in person, sending e-mail or conducting meetings
  - Ensuring that monitoring systems exist to track progress on implementation of action plans in order to identify deviations and implement corrective action when necessary
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- Compiling reports on sectional activities and progress in terms of action plans
- Representing the communication unit in local, district, provincial and public meetings and committees by making presentations, providing inputs, communicating information between the organisation and the relevant body to ensure participation and inputs in all forums
- Plan and co-ordinate all publications to promote an understanding of the business of the municipality
- Oversee the distribution of such publications to all stakeholders in the municipal area and to interested parties
- Determine and evaluate public opinion with respect to municipal activities by receiving and handling complaints and discussions with opinion formers as well as limited opinion surveys
- Encourage public participation in municipal matters by means of continuous liaison actions, to make use of existing municipal services to their advantage

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and references may be contacted and their qualifications, credit record may be verified and they will be subjected to a police security clearance.

**Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Acting Municipal Manager.**

**Enquiries can be directed to the Senior Manager Corporate Services: Mr Trevin R Oliphant at 053 2030 005/8.**

**Closing date: 30 August 2024 at 12h00**

**Mr Radiile J SHUPING  
Acting Municipal Manager  
Thembelihle Municipality  
PO Box X3  
HOPETOWN  
8750  
Tel: 053 2030 005/8**

- Canvassing for selection will automatically disqualify an applicant.
  - If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
  - No late or facsimile applications will be accepted.
  - No applications will be considered without certified copies of the original documents of qualifications.
  - The Council reserves the right not to appoint.
  - Correspondence will be limited to short-listed candidates.
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