



EMAKHAZENI LOCAL MUNICIPALITY

VACANCY

Emakhazeni Local Municipality consists of four units of service namely, Emakhazeni, Dullstroom, Emgwenya and Entokozweni. The municipality is responsible for providing basic services to eight (8) wards, many of which are rural in character. Emakhazeni Local Municipality needs the services of a competent, motivated person with the necessary qualifications and experience for the following vacancy, to assume duties as soon as possible.

DEPARTMENT	:	OFFICE OF THE EXECUTIVE MAYOR
POSITION	:	COMMUNICATION OFFICER
SALARY	:	R 225 680.28 per Annum (Task Grade 10)
REQUIREMENTS	:	Grade 12, National diploma in Communications/Public Relations or equivalent qualification, 2-3 relevant experience.
DUTIES	:	Assist in ensuring the implementation of the approved communication strategy for the municipality • Maintain, coordinate and upload website content, social and print media publications • Assist with drafting of media releases and organise media conferences • Organise and manage all communication events • Responsible for the coordination of all activities associated with communication as the central point • • Administer and responsible for uploading publications on municipal website and social media • Assist in the proof reading and editing of public documents and publications • Provide Support to Departmental Public Participation Programmes and campaigns • Providing communications support to municipal events/programmes, including media coverage, photography, branding and the development of flyers, posters and other communications products • compile and submit required reports; • Provide general administrative support
BENEFITS	:	All usual fringe benefits applicable to a category 2 Municipality

NOTE: Emakhazeni Local Municipality is an equal opportunity employer and considering Employment Equity, women candidates including those living with disabilities are encouraged to apply. Internal candidates who meet the minimum requirements are also encouraged to apply.

Application forms are available from the Corporate Services Department in Emakhazeni, Dullstroom, Emgwenya and Entokozweni, and should be addressed to:

The Acting Senior Manager Corporate Services, P.O. Box 17, BELFAST, 1100

Enquiries: Mr. KT Nkosi/Mrs. S Matsane @ (013) 253 7600

CLOSING DATE: 09th October 2020 @ 12:00

If you do not hear from us by 30 October 2020 consider your application not successful. The municipality reserves the right to appoint or not to appoint any person.

GC MTHIMUNYE
MUNICIPAL MANAGER