

THEEWATERSKLOOF

Munisipaliteit * Municipality * uMasipala

Theewaterskloof Municipality currently awaits suitably qualified persons for appointment in the under – mentioned vacancy.

COMMUNICATIONS OFFICER: CALEDON

Salary: Post level T12 – Between: R377 652.00 p.a. and R490 200.00 p.a. plus an Essential travel allowance of R8639.62 per month subject to the conditions as stipulated in the Council Essential Travel Allowance Policy.

Requirements: The most eligible candidate must be in possession of a relevant three (3) year Tertiary Qualification (Diploma or Degree) (**copy must be attached**) with 2 – 5 years' relevant experience. (**experience must be clearly indicated in the application form**). A valid driver's license (**copy must be attached**). Must be computer literate. Excellent written and verbal communication skills in at least two (2) of the three (3) official languages of the Western Cape.

Special conditions:

The prescribed application form must be accompanied with originally certified copies of the following documents before the closing date and time of this advertisement – Failure to attach the required documents will automatically disqualify an applicant.

- Relevant three (3) year Tertiary Qualification (Diploma or Degree)
- Valid Driver's license
- ID Document

Key performance areas: Responsibilities would involve the following: Implement and maintain a communication strategy for the municipality * develop and maintain communication guidelines, processes and requirements * conduct day to day communication functions * draft, develop, design, arrange the printing and distribution of corporate and town newsletters * deal with media in terms of the requirements of the communication prescriptions * develop media policies * develop marketing material such as pamphlets, brochures, booklets etc. * do research interns of presentations, speeches, forwards * develop and implement strategies to supplement the income base of the municipality * manage the communication budget in line with strategies * other duties as requested from time to time.

Minimum Competency Framework

<p>Core Professional Competencies</p> <ul style="list-style-type: none"> - Written Communication - Resilience - Negotiation and Influencing - Ethics and Professionalism - People Management - Problem Solving 	<p>Public Service Orientated competencies</p> <ul style="list-style-type: none"> - Interpersonal Relationships - Service Delivery Orientated - Client Orientated
<p>Personal Competencies</p> <ul style="list-style-type: none"> - Action and outcome orientated - Change readiness - Cognitive ability - Learning Oriented 	<p>Management / Leadership competencies</p> <ul style="list-style-type: none"> - Team Orientated - Impact and Influence - Direction setting

If you do not receive any feedback, within two (2) months after the closing date, kindly assume that your application was unsuccessful. The Council reserves the right not to make any appointment.



Theewaterskloof Municipality is committed to equal opportunity and affirmative action. Preference will be given to suitably qualified candidates who are members of the designated groups as defined in Section 1 of the Employment Equity Act.

R Stevens, Acting Municipal Manager, P O Box 24, 10 Church Street, Caledon 7230

The council's offer includes benefits such as pension, medical aid and a group scheme as well as a 13th cheque, a housing-/ rental subsidy and settling of furniture removal cost under certain conditions.

Applicants must complete the prescribed application form (TWK Application form) accompanied by a detailed CV with originally certified copies of qualifications and ID document in order to be considered for the position. Application forms must be forwarded to the Senior Manager: Human Resources, Theewaterskloof Municipality, and P O Box 24 Caledon 7230.

Shortlisted candidates will be subjected to a qualification verification, reference check and where necessary undergo screening and vetting.

Please note: No e-mailed, scanned or faxed applications will be accepted. Only original applications forms will be accepted.

Enquiries: Mr. R Stevens – Acting Municipal Manager

Tel: 028 2143300

Canvassing will disqualify any candidate from being considered for appointment.

APPLICANTS WHO DO NOT COMPLETE THE PRESCRIBED APPLICATION FORM WILL AUTOMATICALLY BE DISQUALIFIED.

Closing date: 30 August 2024 at 12:00 pm. (no applications will be accepted or considered after the closing date)