



EXTERNAL ADVERT

The Ntabankulu Local Municipality which is situated in the Alfred Nzo region is an equal opportunity employer and requires the services of the suitable qualified person to fill in the following positions.

1. MANAGER PUBLIC PARTICIPATION

(3 year fixed term contract)

Annual Remuneration: R865 660.17

Minimum Requirements

- Grade 12
- ND/Bachelor's degree in Public Management/Administration or equivalent qualification.
- Computer literate
- Valid Code B driver's license

Key Performance Areas

- Provision of Support to the Speaker and performing of all council legislative duties
- Researching and draft the Speaker's speeches and presentations
- Manage Public Participation including Ward committees and religious groups
- Manage Social facilitation by training communities on Human Rights
- Manage Community petitions programmes by keeping register and monitor resolutions thereof
- Financial control of projects and operating budgets
- Ensure implementation of all municipal projects, Performance Management System, policies and procedures of the Municipality.

2. MANAGER STAKEHOLDER RELATIONS AND MARKETING COMMUNICATIONS

(3 year fixed term contract)

Annual Remuneration: R865 660.17

Minimum requirements

- Matric
- Degree in Communications/National Diploma in Marketing/Public Relations or equivalent qualification
- Valid driver's license
- Computer literate
- 4 year's working experience in the local government sector.

Key Performance Areas

- Identifies and implements broad Communications, Marketing and designated groups strategy and monitors short term plans/objectives
- Analysing the adequacy of current approaches, submits reports supporting special provisions associated with communication, marketing and special programmes interventions considered during the preparation of financial expenditure estimates
- Act as a spokesperson, promoting the institution and establish credibility through media engagements

- Interpreting situational and contextual issues and researching relevant topics to enable the preparation of speeches.
- Maintaining control of the branding of the municipality through the implementation of procedures to monitor usage and application of colours/logo in media, advertisements, corporate stationery
- Monitoring the adequacy of training interventions through the evaluation competency demonstrated in workplace application and prepares assessment and progress reports for inclusion into the consolidated Skills Development Plan of the department.
- Promoting the inter-sectoral collaboration through available integrated service delivery platforms for communication purposes.
- Planning, editing layout and distribution of publications and articles, arranging photo-shoots and/ or compiling and seeking approval on articles and/ or information for inclusion in national, provincial and business print mediums.
- Planning and scheduling media/press conferences, interviews and or disseminates information as delegated spokesperson on events and issues of public interest.
- Keeping abreast of the media reports relating to the municipality's functions and activities and addressing the publication of inaccurate reports through the release of apologies or addendums
- Overseeing the dissemination and checking for understanding with respect to the observation and adherence to protocol during the visit and hosting of guests, foreign and local dignitaries and high ranking officials.
- Managing the set-up and implementation of communication mediums to serve as avenues to facilitate transfer of functional information and receive comment, opinions and complaints.
- Compiling investigational reports and or responses to correspondences and queries, undertaking research or extracting information and records to support content, recommendations and opinion.

To apply for the above post: Covering letter must be accompanied by a detailed CV, original certified copies (not older than 3 months) of academic qualifications, identity document, and driver's license. The short listed candidates may be subjected to security and reference check.

Failure to comply with the above will disqualify your application

Ntabankulu local municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender, and disabilities) in the municipality.

The Municipality reserves the right not to fill the advertised position, if feels not satisfied with the candidates. If candidates do not receive communication from the municipality within 90 days from the closing date of the advert consider your application unsuccessful. Applicants shall be penalized for canvassing the municipal employees or councillor's or any stakeholder for appointment.

Please forward all applications to: **Ms L. Nonyongo, The Municipal Manager, Ntabankulu Local Municipality Private Bag X 504, Ntabankulu, 5130.** Or Applications may be hand delivered to the **Municipal Offices, Erf 85 Main Street Ntabankulu.** Faxed or emailed applications will not be considered. Enquiries must be directed to Ms SN Ntshahla (Director Corporate Services) 039 258 2422/0636816825. **Closing Date: 15 November 2019**

Approved by: L. Nonyongo (Municipal Manager).....Date.....