



OFFICE OF THE MUNICIPAL MANAGER

SENIOR COMMUNICATION OFFICER & IGR OFFICIAL

WC0442314

REF: MM T12 01/10/21

SALARY SCALE: R358 056 – R464 808 T12 per annum

REQUIREMENTS:

- NQF Level 6
- National Diploma / Degree in Public Relations / Journalism / Communications
- Computer literate
- Code B Drivers' License
- At least 5 Years' experience in media liaison / public relations related experience, strong writing skill, conceptual and interpersonal skills
- Ability to communicate in at least 2 of the 3 official languages of the Western Cape

PHYSICAL REQUIREMENTS OF THE POST

- Physically fit and able to handle pressure and abnormal working hours

SPECIAL CONDITIONS ATTACHED TO THE POSITION:

- Required to deal with issues outside of normal working hours and attend events across municipal area and beyond
- Ability to work under pressure, deadlines, and ability to prioritise and take responsibility
- Strong copy writing and editing skills
- Previous working experience within a Municipal or Government environment
- Ability to use a camera and work on social media platforms
- Will deal on a "per issues basis" with a range of functionaries including Politicians and Senior Administrative Officials

DUTIES:

- Ensure that media queries and issues are effectively and professionally addressed
- Ensure that information communicated is unified, correct and presented via the correct channels to promote good image
- Ensure effective intergovernmental relations are instituted and maintained for the exchange of information of mutual interest
- Pursue maximum, positive coverage and exposure for the municipality, George and surrounds for specific events
- To strengthen the professional working relationship between George Municipality and the media
- Maintain and expand the online presence of George Municipality via content development and administration of Municipal platforms to enhance the municipal image
- Provide support to Manager Communication

ENQUIRIES: MS C EDWARDS – KLOSE 044 801 9160

The George Municipality will consider all applications in terms of their Employment Equity Plan which acknowledges the imperative need to diversify the demographic composition of its workforce, with the emphasis on appointing candidates from the designated/under – represented groups. Canvassing for appointment will lead to automatic disqualification.

If you meet the requirements, forward detailed CV, covering letter with a completed application form obtainable from the HR Office, Civic Centre, York Street, George or www.george.gov.za . Please address your application to: The Manager Human Resources, PO Box 19, George, 6530 or via e-mail: HRAdmin@george.gov.za

Please note: Please attach certified copies of highest educational qualifications or relevant qualifications as per the job requirements. **State clearly on your application the reference number and post for which you are applying.** Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

Each post must be on a separate application form. Late applications or applications sent via fax will not be accepted. If you are not invited for an interview within 3 months of the closing date, please accept that your application was unsuccessful.

THE GEORGE MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE AN APPOINTMENT

CLOSING DATE: 29 OCTOBER 2021



KANTOOR VAN DIE MUNISIPALE BESTUURDER
SENIOR KOMMUNIKASIE BEAMPTE & IRV AMPTENAAR
WC0442314
VERW: MM T12 01/10/21

SALARIS SKAAL: R358 056 – R464 808 T 12 per jaar

VEREISTES:

- NKR -vlak 6
- Nasionale diploma / graad in openbare skakelwese / joernalistiek / kommunikasie
- Rekenaargeletterheid
- Kode B -rybewys
- Minstens 5 jaar ervaring in mediaskakeling / skakelverwante ervaring, sterk skryfvaardigheid, konseptuele en interpersoonlike vaardighede
- Vermoë om in ten minste 2 van die 3 amptelike tale van die Wes -Koop te kan kommunikeer

FISIESE VEREISTES VAN DIE POS

- Liggaamlik fiks wees en kan druk en abnormale werksure hanteer

SPESIALE VOORWAARDES VERBONDE AAN DIE POSISIE:

- Vereiste om probleme buite die normale werksure te kan hanteer en geleenthede / funksies in die munisipale gebied en omliggende gebiede by te woon
- Vermoë om onder druk en spertye te kan werk, en die vermoë om te prioritiseer en verantwoordelikheid te neem
- Sterk kopie skryf en redigeervaardighede
- Vorige werkservaring binne 'n munisipale of regeringsomgewing
- Die vermoë om 'n kamera te kan gebruik en op sosiale media -platforms te kan werk
- Die vermoë om op 'n per uitgawe basis, te werk met 'n aantal funksionaris, insluitend politici en senior administratiewe amptenare

PLIGTE:

- Om te verseker dat media -navrae en kwessies effektief en professioneel aangespreek word
- Om te verseker dat gekommunikeerde inligting verenig, korrek is en via die korrekte kanale aangebied word om 'n goeie beeld te bevorder

- Om te verseker dat effektiewe interregeringsverhoudinge ingestel en onderhou word vir die uitruil van inligting in wedersydse belang
- Streef vir maksimum, positiewe dekking en blootstelling vir George en omgewing, vir spesifieke geleenthede
- Om die professionele werksverhouding tussen George -munisipaliteit en die media te versterk
- Om die aanlyn-teenwoordigheid van George-munisipaliteit te handhaaf en uitbrei via inhoudontwikkeling en administrasie van munisipale platforms en sodoende die munisipale beeld te versterk
- Die Bestuurder Kommunikasie te ondersteun

NAVRAE: Chantel Edwards-Klose, 044 801 9160

Die George Munisipaliteit oorweeg alle aansoeke in terme van sy Diensbillikeidsplan, wat erkenning verleen aan die dringende behoefte om die demografiese samestelling van die personeelkorps te diversifiseer, veral met die oog op die aanstelling van geskikte kandidate uit die aangewese/onderverteenvoordigde groepe. Gunswerwing met die doel om aangestel te word, sal u outomaties vir die pos diskwalifiseer.

Indien u aan die posvereistes voldoen, stuur 'n volledige CV, dekbrief en aansoekvorm, verkrygbaar by die kantoor: Menslike Hulpbronne, Burgersentrum, Yorkstraat, George of www.george.gov.za . Rig u aansoek aan: Die Bestuurder, Menslike Hulpbronne, Posbus 19, George, 6530 of per e-pos: HRAdmin@george.gov.za

Let wel: Heg asseblief gesertifiseerde afskrifte van u hoogste opvoedkundige kwalifikasies of relevante kwalifikasies soos vereis van die pos aan u aansoek. **Meld asseblief duidelik op u aansoek die verwysingsnommer en pos waarvoor u aansoek doen.** Neem kennis dat u aansoek aan verifikasie van kwalifikasies, krediet en kriminele rekords, onderwerp sal word.

Elke pos moet op 'n afsonderlike aansoekvorm ingevul word. Laat aansoeke of aansoeke per faks sal nie aanvaar word nie. Indien u nie binne 3 maande na die sluitingsdatum vir 'n onderhoud genooi word nie, kan u aanvaar dat u aansoek onsuksesvol was.

DIE GEORGEMUNISIPALITEIT BEHOU DIE REG VOOR OM NIE 'N AANSTELLING TE MAAK NIE

SLUITINGSDATUM: 29 OKTOBER 2021