



Communication Officer

Reporting to the Municipal Manager, the incumbent will ensure effective communication and image enhancement for the Municipality.

Job Description

Moqhaka Local Municipality, with its head office in Kroonstad in the Free State Province, invites suitable candidates to apply for the following position:

Department: Municipal Manager's Office
Section: Communication (Communication Officer)
Salary: R279 560.22 per annum (excl fringe benefits) (Post Level 3)

Reporting to the Municipal Manager, the incumbent will ensure effective communication and image enhancement for the Municipality.

Key performance areas:

- Compile, update and maintain Council's website
- Provide a Public Relations function to the Municipality
- Develop and maintain a corporate image/brand and identity of the Municipality
- Implement intergovernmental/intersectional collaboration programmes within the Municipality
- Draft Council's language and/or communication policy
- Compile advertisements to promote the Municipality
- Be responsible for promotions, special events and advertising campaigns of the Council
- Provide sound advice on the institution's communication strategies
- Produce and disseminate appropriate communication material and information, eg newsletters and press statements
- Help to write speeches
- Coordinate, produce and edit communication material
- Respond to media queries, write media statements, monitor and evaluate the media
- Establish and maintain a sound relationship with the media
- Provide support to the District and Provincial Offices and GCIS in implementing communication activities and campaigns based on the Government Communication Programme.

Requirements:

- Degree or diploma in Journalism, Communication, Marketing or equivalent
- Graphic design will be an added advantage
- Minimum of 3 years' experience in a senior position, preferably in a municipal environment
- Valid driver's licence
- Solid understanding of Government communication systems and the workings of Provincial and Local Government.



Applications can be addressed to:

The Municipal Manager, Moqhaka Local Municipality, PO Box 302, Kroonstad, 9500.

NB: No faxed or e-mailed applications will be accepted.

Enquiries: Mr SB Kula, tel. (056) 216-9256

Closing date: 24 February 2012

Please note:

If you receive no notification regarding this advertisement within 1 month of the closing date, please assume your application was unsuccessful. The Municipality reserves the right not to make an appointment. Canvassing for this position will lead to disqualification of applicants. Applications must be accompanied by certified copies of academic qualifications. Successful candidates appointed will be subject to qualification verification and credit checking.

MS Mqwathi - Municipal Manager

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