

JOE GQABI DISTRICT MUNICIPALITY

NOTICE NO: 27/2024

The Joe Gqabi District Municipality is a Category 4 Municipality, with its seat in Barkly East and covers the area of Walter Sisulu (Burgersdorp, Steynsburg and Venterstad, Maletswai and James Calata), Senqu (Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw) and Elundini (Ugie, Nqanqarhu, Tlokoeng and the rural part of Tsolo and Qumbu).

APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES ARE INVITED FOR THE FOLLOWING POSITION:

MEDIA LIASON OFFICER

(Task Grade 11 of a Category 4 Local Authority)

REMUNERATION

An annual salary of **R319 810** is on offer.

FRINGE BENEFITS

Normal fringe benefits include leave, membership to a group life scheme, housing / rent subsidy on certain conditions, pension/provident fund and membership to a medical aid scheme subsidised by Council.

REQUIREMENTS

- Grade 12.
- National Diploma in Journalism / Equivalent (NQF Level 6).
- Computer Literacy
- A minimum of two (2) years relevant experience.
- A valid Drivers Licence (minimum code EB) is essential.

CORE RESPONSIBILITIES

- Implementing strategies, policies, and procedures relating to liaising with the media and relations between the media and the municipality
- Acting as a media spokesperson on behalf of the municipality and addressing questions and complaints.
- Preparing, proofreading, and editing articles, press kits, and press releases for the media to reach the targeted audience in consultation with management.

- Organising and hosting press conferences and engaging with local and national media representatives.
- Disseminating press releases and press kits to relevant media.
- Preparing summaries of media activity for senior management.
- Following up communication with relevant media.
- Facilitating follow-up interviews and photo shoots with relevant media.
- Facilitating the flow of news about the municipality to the media.
- Analysing the most recent media coverage and other preferences/interests, to create media pitches in a more targeted manner.
- Working with media representatives to correct any identified errors and inaccuracies relating to published municipal information.
- Creating and maintaining working relationships with journalists in multiple types of media outlets.
- Keeping, updating, and maintaining contact lists for relevant print and broadcast media on applicable databases.
- Updating and maintaining all media databases to assist with developing media responses and reports.
- Maintaining digital media archives including photos and videos.
- Preparing responses to all media queries and forwarding them to the immediate superior for further action.
- Logging all signed-off responses through the relevant online system.
- Handling media requests for access to information per applicable policies of the municipality.
- Preparing investigational reports responding to inquiries and concerns from stakeholders relating to the key performance and results indicators of the subsection.
- Keeping and maintaining records and documents relating to the key performance and results indicators of the subsection in compliance with records maintenance procedures and applicable legislative requirements.
- Preparing performance reports referring to statistical data and qualitative information relating to the subsection's key performance and results indicators, and forwarding them to the immediate superior for further action.
- Any other duties as reasonably delegated by Management and as outlined in the job description linked to this position.

Kindly submit a detailed CV together with a prescribed application form and relevant valid certificates and documents to the attention of the Manager: Human Resources or alternatively electronically apply via e-mail on recruitment@jgdm.gov.za. No faxed or late applications will be accepted. Application forms can be downloaded on our website, www.jgdm.gov.za. Canvassing and/or lobbying of Councilor and officials will not be accepted and non-compliance thereof shall immediately disqualify any applicant .

Please note that non-completion of the official Joe Gqabi District Municipality Application for Employment Form will immediately disqualify any applicant. The Senior Management Application Form and the Z83 application form will also not be accepted. The relevant form is obtainable from the Human Resources Section at the Barkly East Offices of the Joe Gqabi District Municipality and can also be downloaded from <http://www.jgdm.gov.za/>.

Should you not receive any response within two (2) months after the closing date, please accept that you application was unsuccessful. Applications to be sent to or handed in at the address below:

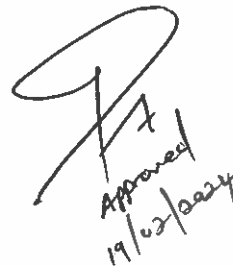
ATTENTION: MANAGER: HUMAN RESOURCES AND LABOUR RELATIONS

Mr. M.P Nonjola
Municipal Manager
Cnr Cole and Graham Street
Private Bag X102
BARKLY EAST
9786

ENQUIRIES: B.F PHETHOHA

Tel No: (045) 979 3039/3089
File No: 4/6/3/8

CLOSING DATE: 15 MARCH 2024



A handwritten signature in black ink, followed by the word "Approved" and the date "19/02/2024" written in a similar style.