

# **JOE GQABI DISTRICT MUNICIPALITY**

## **NOTICE NO. 63/2021**

Joe Gqabi District Municipality, with its seat in Barkly East, covers the area of Walter Sisulu (Burgersdorp, Steynsburg, Venterstad, Aliwal North and Jamestown), Senqu (Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw) and Elundini (Ugie Maclear, Mount Fletcher and the rural part of Tsolo and Qumbu).

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

### **COMMUNICATIONS AND MARKETING OFFICER**

**(Task Grade 11 of a Category 4 Local Authority)**

#### **REMUNERATION**

An amount of **R292 252** per annum 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 subsidized by Council.

#### **REQUIREMENTS**

- Grade 12 or equivalent.
- NQF Level 6 Qualification in Communications and/or Marketing/Public Relations and Public Management.
- At least 2 years relevant experience in the field of communications, public relations and or marketing.
- Computer Literacy in Ms Word, Excel, PowerPoint packages are essential.
- Language proficiency in more than one the official languages will serve as an added advantage.
- Knowledge of Local government sphere.
- Knowledge of intergovernmental relations.
- Writing skills are essential
- Knowledge of communication media environment.
- Management Knowledge
- Team player
- .Information and Communication skills
- Ability to package information for marketing purposes.
- Ability to recognize and manage stakeholders.
- A valid Code B driver's license.

#### **DUTIES**

- Providing input into the Communication and Marketing Strategy by providing input after evaluating current strategy and assessment of challenges, thereby ensuring informed input.

- Arranging formal information sessions and road shows by organizing speakers, and ensuring that all logistics relating to attendees, venue, refreshments, transport handouts and the like are addressed, in order to ensure a successful event.
- Issuing invitations to selected municipalities, politicians, personalities, communities and individuals, in order to ensure that the event is documented and that suitable delegates have been invited.
- Erecting posters and banners at designated areas, after designing and organizing delivery thereof.
- Developing all promotional material, by inputting information and discussing with the provider in order to develop the required documents.
- Developing working relationships with government departments and district wide organizations involved in the communications and public participation in the Joe Gqabi area through Communications structures, IGR structures and individual engagements with stakeholders.
- Coordinating and providing support where needed to local municipalities around communication and public participation activities through regular meetings with Communication practitioners, Municipal Managers and other key officials from local municipalities
- Facilitating the establishment of events committees
- Facilitating and coordinating the Communication Forums and implementation of Local Government Communication System, by meeting regularly, providing input and evaluation in order to achieve targets
- Establishing contact with local and provincial media organizations with close cooperation with the Media Liaison Officer, such as press, radio and television, and sets up mechanisms whereby prompt contact can be made and information transferred.
- Reading and understanding announcements, articles, reports, statements, advertisements and the like in order to edit areas that require this, so as to ensure a professional image.
- Representing the District Municipality in external forums on behalf of the Media Liaison Officer when required, in order to ensure continued involvement.
- Providing detailed and comprehensive progress and project reports to the Media Liaison Officer in order that this could feed into the necessary media activities.
- Setting performance targets with staff weekly and resolves issues daily through meetings and interventions in order to ensure commitment and support of the tasks at hand.
- Any other duty as reasonably delegated by management.

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. **No faxed, emailed or late applications will be accepted.** Application forms can be downloaded on our website, [www.jgdm.gov.za](http://www.jgdm.gov.za). Canvassing and/or lobbying of a 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 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/>.***

***"The Joe Gqabi District Municipality is committed to Employment Equity and to the creation of a working environment that is welcoming of all applicants. We particularly encourage applications from Women, Africans and Persons with disability as well as members of the Joe Gqabi District Communities"***

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

**ATTENTION: MANAGER: HUMAN RESOURCES AND LABOUR RELATIONS**

Mr. Z.A Williams  
Municipal Manager  
Cnr Cole and Graham Street  
Private Bag X102  
Barkly East  
9786

**ENQUIRIES: OLWETHU NOHOLOZA**

Tel No: (045) 979 3175  
File No: 4/6/3/8



**CLOSING DATE: 06 DECEMBER 2021**