



ADVERTISEMENT

COMMUNICATIONS AND POLITICAL AFFAIRS MANAGER

TASK GRADE 17 OF CATEGORY 2 LOCAL AUTHORITY

NOTICE NO: 124 / 2019

REMUNERATION: R 589 081.00 – R 764 680 .00 PER ANNUM (excluding Council 's benefits)

Applications are invited from all suitable qualified **candidates** for the above-mentioned permanent position.

REQUIREMENTS:

- Grade 12 plus B Degree in Public Administration
- 5 years' experience of which 3 years should be in a management/supervisory position
- Computer literacy
- Valid Driver's Licence (Code EB)
- CPMD/MFMP will be an added advantage
- Required to work under pressure

KEY PERFORMANCE AREAS

- Identifies and defines the immediate, short and long term objectives/ plans associated with the Marketing, Communication and Political Office;
- Manages development and distribution of service delivery communication material/ municipal publications such as newsletter, invitations, posters, brochures etc. for communities to ensure that the material reached targeted audiences;
- Manages setting up of all internal communications systems, processes and infrastructure;
- Manages the identification and structuring of website content;
- Oversees the implementation of social media plans to maximise communication with municipal communities and stakeholder;
- Managing good relations with media and monitors media information publicized;
- Promotes the municipal brand and improves corporate image;

- Manages activities associated with the support of the Mayor and the Speaker;
- Manages the seating of MPAC;
- Provides protocol and VIP protection support to the mayor at all official events of the municipality;
- Manages outcomes associated with utilization, productivity and performance of personnel within the Marketing, Communication and Political Office Support Section;
- Manages the implementation of financial controls/ procedures and provides information to support financial planning sequences; and
- Manages specific administrative and reporting requirements associated with the key performance and result indicators of the functionality.

KEY COMPETENCIES REQUIRED

- Proven research ability, good analytical skills and facilitation skills
- Sound knowledge of Local Government Legislation
- Excellent administrative and coordination skills.
- Ability to effectively communicate with media
- Ability to grasp strategic planning and management concepts, and administrative systems and procedures related to IDP, Budget Integration and PMS

Benefits: Medical Aid, Pension, Housing Subsidy and 13th Cheque.

Any individual wishes to apply must submit a completed Senqu Municipality application form, his/her Curriculum Vitae and attach his/her ID copy as well as certified copies of qualifications to the under mentioned address not later than Thursday, 14 November 2019, 12h00 noon.

NB no late, E-mailed and faxed applications will be considered

This Council subscribes to the policies of affirmative action and employment equity plan. If you do not hear from us within thirty (30) days after the closing date please consider your application unsuccessful. Please further note this Council reserve a right not to appoint.

Senqu Local Municipality
Private Bag X03
Lady Grey
9755

All enquiries should be directed to Ms Z Koyana on koyanaz@senqu.gov.za - telephone 051 603 1300/1466 during working hours.



M.P. NONJOLA
ACTING MUNICIPAL MANAGER
FILE NO: 4/3/2/1/1
17/10/2019