



MARULENG MUNICIPALITY

65 SPRINGBOK STREET
P.O. BOX 627
HOEDSPRUIT
1380

TEL : (015) 793 2409
TEL : (015) 793 2237
FAX : (015) 793 2341
ENQ:

MOPANI DISTRICT

CORPORATE SERVICES

RE-ADVERTISEMENT

Applications are invited from suitably qualified and experienced candidate to fill the following vacant position:

Position : **Communications Officer**
Directorate : **Office of the Municipal Manager**
Type : **Permanent**
Remuneration : **R273 283.27 per annum**

Requirements: National Diploma in Public Relations/Communication or relevant equivalent qualification. A minimum three (3) years' experience within a Local Government environment/public relations in government or media industry. A valid Code B drivers' license. Computer literacy. Good management, interpersonal and communication skills. Analytical skills. Excellent reporting writing skills. High level of responsibility. Ability to give attention to detail. Good understanding of risk and performance management. Excellent presentation and project management skills. Work after normal working hours, during emergencies and planned overtime. Preparedness to security clearance and disclosure of financial interest.

Responsibilities: Develop divisional vision and strategy and ensuring implementation and productive executing thereof in line with the Institutional vision and strategy. Develop, implement and monitor policies and procedures. Implementation of Community facilitation matters. Plan and implement utilization of resources in order to perform activities. Coordinate a rapid response media service. Perform human resources and administrative activities to ensure optimal utilization of resources. Provide strategic guidance and oversight to a team of media, communications and professionals. Create and administer the municipality's communication plan to promote Municipal initiatives, foster a culture of engagement, maximize communications resources, ensuring a unified municipal message. To render comprehensive communication / IGR service to promote and build sound relationships between the municipality and all stakeholders. Promote and manage the corporate image and coordinate customer care. Coordinate, scrutinize and arrange media statements, briefings and conferences. Cultivate good media relationships and liaison. Analyze communications environment to identify communication opportunities. Website content management. Promote marketing and branding opportunities. Provide support regarding communication events. Manage performance of employees in the division to ensure effective and efficient execution of duties.

Maruleng Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) in the municipality through filling of the position and candidates whose appointment /transfer/promotion will promote representation will receive preference. The municipality reserves the right not to fill the advertised position.

Correspondences will only be entered into with short listed candidates. If you do not receive notifications regarding your applications within 90 days of the closing date, kindly assume that your application was not successful. Applicants will be penalized for canvassing

Applications should be in the form of municipal application form obtained from our website: www.maruleng.gov.za., curriculum vitae and certified copies of qualifications and identity document should be directed to: Municipal Manager, Maruleng Municipality, PO Box 627, Hoedspruit, 1380. Faxed, Late, and Z83 applications will not be considered. Closing date for applications is 04 March 2022 at 12H00. Direct your enquiries to Mrs. Ramohlola Kidibone or Ms Mahlo Mokhobedi @ 015 793 2409.