

MAGARENG



MUNICIPALITY

Magareng Local Municipality, serving the towns and rural areas of Warrenton, invites applications from suitably candidates to fill the following vacant position within its establishment:

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

DIVISION: COMMUNICATION

POST: COMMUNICATIONS OFFICER

SALARY: R242 151.00 P.A (POST LEVEL 9)

13TH CHEQUE INCLUDED

BENEFITS INCLUDED (PENSION AND MEDICAL AID)

MINIMUM QUALIFICATIONS / POST REQUIREMENTS

- National Diploma in Communication / Public Relations or Equivalent.
- A Valid Drivers' Licence
- 3 Years Relevant Experience
- Fluent in two of the three official languages of the Northern Cape
- Computer literate in MS Word / Excel / Outlook / PowerPoint
- Attention to detail

KNOWLEDGE

- Protocol and business ethics
- Excellent communication abilities
- Able to handle conflict
- Able to work under pressure
- Time management

COMPETENCIES

The successful applicant /candidate must possess competencies as published in Annexure A of the Local Government Municipal Staff Regulations of 20 September 2021.

KEY PERFORMANCE AREAS

- Develop, implement and evaluate the Communication Policy on an annual basis.
- Inform, educate and create awareness within the community and create a positive view of the Municipality.
- Contributes effectively to the formulation and development of a municipal Communication strategy.
- Aligns strategies and policies to other governance related guidelines and ensure implementation.
- Communicating externally with the public and liaise with the media.
- Assisting Councillors and personnel to advertise Council related activities in the community

- Attending meetings, exhibitions and shows to advertise the Council and to represent the Council on various projects
- Attending official functions to promote the Council and to arrange meetings / functions for the public to attend.
- Organizing and arranging information, gatherings and talks from time to time as requested by Council.
- Designing brochures and pamphlets, update where necessary, plan the outlay and present / distribute documentation to the community.
- Contacting on a regular basis various stakeholders that are doing research or projects for the Municipality to provide national and provincial departments with feedback regarding projects.
- Capturing the outcome of events which take place in the municipality and using this information to report back how the Municipality is responding to socio-economic development needs of our communities.
- Coordinate, planning and collating information from the various Directorates in the Municipality for strategic presentations to MEC's, Provincial and National Departments in the role to "brand" the Municipality.

PLEASE NOTE:

- The municipality is an Equal Opportunity Employer and will observe the requirements of the employment equity and it's EE Plan.
- No late or faxed applications will be considered.
- The ideal candidate who is recommended for appointment will be subjected to security vetting/screening, verification of qualifications, criminal record and employment history/reference check and should disclose financial interests.
- Magareng Municipality reserves the right to nullify or cancel the employment contract and recover all costs incurred by the municipality including remuneration, advertisement, travel and subsistence allowance to attend interviews, etc., should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies or any other relevant legislation.
- Suitably qualified applicants must submit their application with a detailed Cover Letter, CV, certified copies of academic qualifications, Identity document and driver's licence (certified copies must not be older than 3 months) to the **Human Resource Manager P.O. Box 10 Warrenton Northern Cape 8530.**
- Written communication will only be with shortlisted candidates and if no communication has been received from the municipality within three (3) months after the closing date, please consider your application not successful.
- The municipality reserves the right to appoint or not appoint any person.

Closing Date: 12 August 2025

Enquiries can be directed to Mr. Oregolele Mokwa (HR Manager)
Tel: 053 497 3111 during office hours (07:30 - 16:00)