

JOE GQABI DISTRICT MUNICIPALITY

NOTICE NO: 126/2024

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:

MANAGER: COMMUNICATIONS, MARKETING, PUBLIC RELATIONS AND CUSTOMER CARE

(Task Grade 16 of a Category 4 Local Authority.

REMUNERATION

An annual salary of **R649 217.88** 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
- A Bachelor's Degree in Communication /Equivalent
- Computer Literacy
- A valid driver's License (minimum code EB) is essential
- A minimum of eight (8) years relevant experience

CORE RESPONSIBILITIES

- Developing and reviewing communications, marketing, media liaison, and public relations strategies.

- Planning current and future requirements for the division by incorporating input from management, Council, staff, and relevant stakeholders.
 - Developing, and reviewing the communication, marketing, media liaison, and public relations plans for the municipality per applicable legislative requirements and policies.
 - Planning, developing, and implementing the communication, marketing, media liaison, and public relations programmes and providing advice to management, employees, and other stakeholders on the division's activities and their value to the municipality's service delivery imperatives
 - Planning and preparing consolidated budget estimates in line with the division's requirements and continuous improvement for inclusion into the department's budget.
 - Examining the authenticity and quality of all developed material and approving correct material for communication and publication.
 - Managing external communication channels like social media platforms, and the municipality's website.
 - Examining the quality and authenticity of all online and paper-based marketing content, publicity content, speeches, newsletters, promotional material, and brochures for branding and enhancing the image and voice of the municipality and approving these for publication.
 - Monitoring that all communications and marketing materials are aligned with the municipal brand standards before being promoted through appropriate social media channels.
 - Directing and overseeing the implementation of strategies, policies, and procedures relating to liaising with the media.
 - Approving articles, press kits, and press releases for the media after carefully scrutinising and validating their quality, authenticity, and suitability for release to the media.
 - Managing media inquiries and interview requests.
 - Responding quickly or proactively to the media to define and control public perception of how the municipality is handling the crisis, during a crisis.
 - Scrutinising and approving up-to-date content to be uploaded to the municipal website.
 - Overseeing technical support given to the local municipalities regarding the development and maintenance of their websites.
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- Directing and managing the maintenance of the database/s relating to the key performance and results indicators of the section per applicable policy and legislative requirements.
 - Formulating and distributing circulars relating to the section's function.
 - Managing and overseeing the keeping and maintenance of accurate record.
 - Approving itinerary, verifying instructional and operational documentation.
 - 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 copies of relevant certified certificates and documents to the attention of the manager Human Resources or alternatively electronically apply via email on recruitment@jgdm.gov.za. **No faxed or late applications will be accepted.** 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 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. M.P Nonjola
Municipal Manager
Cnr. Cole and Graham Street
Private Bag X102
Barkly East
9786

ENQUIRIES: THEM BISA TOTO

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



Handwritten signature and date: 12/12/2024

CLOSING DATE: 24 JANUARY 2025.