



AMAJUBA DISTRICT MUNICIPALITY

Amajuba District Municipality is an equal opportunity, affirmative action employer and also encourages applications from disabled persons.

MANAGER: COMMUNICATION - POST LEVEL 04

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

Minimum Requirements:

Matric and National Diploma in Communication or NQF level 6 equivalent qualification with 4 years' experience in similar environment.

Summary of duties:

- Responsible for the efficient functioning of Communication, Internal and External, Mayoral projects and marketing of the Amajuba District Municipality.
- Publicise the Municipality through the media by writing articles and forward all media communications to the Municipal Manager prior to publications.
- Liaise with Journalists after consultation with the immediate Supervisor.
- Circulate events to staff and advertise on Intranet.
- Compile, print and circulate the newsletter quarterly.
- Responsible for arranging all public commitments, e.g. Imbizo's, Grade 12's' Awards, Orphan - Christmas Charities, visiting Government Officials, and meetings of the Mayor as well as invitations thereof.
- Responsible for the powers and duties as delegated by the immediate supervisor (Information Officer) to act as Deputy Information Officer.
- Undertake to market the Amajuba District Municipality.
- Undertake to maintain liaison between local, provincial and national levels of government as well as staff.

Remuneration: R 419,676.87 per annum

Applications consisting of a comprehensive CV, covering letter together with certified copies of matric certificate, tertiary qualifications, driver's license and ID must reach HR Section no later than **12h00 on 27 September 2019**. Enquiries may be directed to HR Section: 034-3297200 during office hours. Facsimile, email or late applications will **not** be accepted. Only short-listed applicants will be contacted and subjected to the vetting process. If you are not contacted three months after the closing date, your application would have been unsuccessful. Applications **MUST** be addressed to The Municipal Manager on:

Physical Address:
Amajuba District Municipality
B9356 Amajuba Building
Section1
Madadeni, 2952

Postal Address:
Amajuba District Municipality
Private Bag X6615
Newcastle
2940

SR ZWANE
MUNICIPAL MANAGER