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## 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.

**Added advantage:** Knowledge of graphic design and a proven experience in design and layout of communication material. Excellent writing skills.

##### Summary of duties:

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- Coordinate media liaison activities and ensure the creation of various media platforms for the municipal leadership.
  - Oversee all internal communications.
  - Contribute towards the development of the municipal communication strategy and policy.
  - Contribute to the implementation of the municipality's communication strategy, policy and procedures.
  - Management of social media platforms.
  - Responsible for the coordination and management of the customer complaints management system.
  - Event coordination.
  - Plan and manage the design, content, and production of all communication/marketing materials.
  - To render comprehensive communication / IGR service to promote and build sound relationships between the municipality and all stakeholders.

##### Remuneration: R 445,906.68 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 30 October 2020**. 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**