



PRINCE ALBERT MUNICIPALITY

PRIVATE BAG X53

PRINCE ALBERT, 6930

NOTICE 165/2024 – EXTERNAL VACANCY

Written applications on the prescribed application form are hereby awaited from suitably qualified and experienced candidates for appointment as a:

PUBLIC RELATIONS OFFICER

Post identification number: WC052-1.1.3

Directorate: Office of the Municipal Manager

REQUIREMENTS

- A National Diploma relevant to Communications/Relationship Management or B degree
- Valid Code B driver's license
- 2 – 5 years relevant experience required
- Computer literacy (MS Office)
- Good Management, Human Relations, Interpersonal & Communication skills;
- Ability to give attention to detail and work under pressure;
- Effective communication skills in at least two of the three official languages of the Western Cape
- Must work overtime and/or attend meetings after normal office hours when required
- Experience in a similar environment will be an added advantage

COMPETENCIES REQUIRED

- Municipal Staff Regulations, Page 126 of 770 Communication Competency Framework (Level 2)

KEY PERFORMANCE AREAS

- Coordinate, facilitate and control processes associated with marketing , media and communication programs/projects.
- Attend to the implementation of procedures, applications and systems that support the recording, updating , circulating and maintenance of information.
- Communications, marketing, public relations, enquiry , events and media management.
- Identify , define and implement the immediate, short-and long-term operational and strategic plans for relevant areas of responsibility.
- Keep abreast with best practices and appropriateness of specific policies/procedures.
- Compile and present a conceptual framework of current and future interventions necessary to support core service delivery areas.
- Develop and provide an effective communication strategy for the Municipality.
- Develop, implement and monitor relevant systems , policies, procedures and processes.

- Write media releases and brief the community /stakeholders/press to ensure accurate and timeous dissemination of information.
- Provide internal and external newsletters on relevant platforms
- Negotiate , compile and review radio and broadcasting services agreements.
- Promote corporate image through effective branding and marketing activities.
- Coordination and administration of events/functions
- Maintain , improve and manage operations.
- Attend meetings, record discussions, prepare and circulate minutes.
- Attend to correspondence/telephonic enquiries

SALARY

Task Level 9 of a Category 1 Municipality: **R 234 165,72 per annum**

Normal fringe benefits are applicable to the position: such as pension and medical aid contribution, housing subsidy and a thirteenth cheque after 12 months of employment, subject to Council approved policies.

STATUS OF POSITION

Permanent Position

CLOSING DATE

Friday 08 November 2024 at 15h00.

GENERAL

1. Application on the prescribed application form with certified copies of qualifications, curriculum vitae, identification document, drivers license and courses must be posted to: **Mr Abridon Sass – Human Resource Management Department**, 33 Church Street, Prince Albert, 6930, tel 023 541 1036 before or on **FRIDAY 08 NOVEMBER 2024 at 15h00.**
2. Applicants are encouraged to submit applications to jobapplications@pamun.gov.za .
3. Candidates must be willing to be subjected to a practical test and interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.
4. Queries can be directed as follow:

Job-related enquiries	Mr. Noël Van Stade Tel: 023 541 1668 Email: noel@pamun.gov.za
Human resource, recruitment and selection process enquiries	Mr. Abridon Sass Tel: 023 541 1036 Email: abridon@pamun.gov.za

5. Prince Albert Municipality is an equal employer and encourage persons with disabilities, persons from previously disadvantage groups and especially women to apply. The Municipality reserve the right to not make an appointment. Canvassing will lead to automatic disqualification. If you do not receive any feedback within 90 days after the closing date, applicants may assume that their applications were unsuccessful.

6. Please note that the following will lead to disqualification:
 - 6.1) Non-submission of copies of academic qualifications/records.
 - 6.2) Canvassing of Councillors.
 - 6.3) Submission of fraudulent qualifications and/ or documents.



Noël Van Stade

Acting Municipal Manager

22 October 2024
