



PRINCE ALBERT MUNICIPALITY

PRIVATE BAG X53
PRINCE ALBERT, 6930

NOTICE NO. 194 /2023

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

VACANCY: PUBLIC RELATIONS OFFICER

WC05.2-1.1.3

EXTERNAL VACANCY

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

PUBLIC RELATIONS OFFICER

MINIMUM REQUIREMENTS

- Grade 12
- National Diploma relevant to Communications/Relationship Management or equivalent
NQF Level 6 Qualification
- Valid Code B driver's license (manual vehicle)
- 0-2 years' relevant experience
- Computer literate (MS Office applications)
- Proficient in at least two of the three official languages of the Western Cape
- High level of responsibility with attention to detail
- Good supervisory, interpersonal and communication skills
- Able to work under pressure
- Must work overtime and/or attend meetings after normal office hours when required
- Experience in a similar environment will be advantageous

COMPETENCIES REQUIRED

CORE PROFESSIONAL COMPETENCIES

- Communication, Organisational Awareness, Conceptual Thinking

FUNCTIONAL COMPETENCIES

- Project Management, Financial Management, Information Management, Information Measuring and Monitoring, Technology Usage

PUBLIC SERVICE ORIENTATIONAL COMPETENCIES

- Service Delivery Orientation, Interpersonal Relationships, Customer Orientation and Customer Focus

PERSONAL COMPETENCIES

- Acting Orientation, Resilience, Accountability and Ethical Conduct, Learning Orientation

MANAGEMENT/LEADERSHIP ORIENTATION

- Direction Setting, Impact and Influence, Coaching and Mentoring, Team Orientation

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 : ALL INCLUSIVE REMUNERATION PACKAGE OF
R 144 000,00 PER ANNUM**

STATUS OF POSITION : FIXED TERM CONTRACT UNTIL 30 JUNE 2024

CLOSING DATE : TUESDAY 21 NOVEMBER 2023 AT 15:00

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 **TUESDAY 21 NOVEMBER 2023 at 15:00**.

Applicants are encouraged to submit applications to jobapplications@pamun.gov.za

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.

Queries can be directed to Mr. Abridon Sass at 023 541 1036 or abridon@pamun.gov.za.

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.

<p>PRINS ALBERT MUNISIPALITEIT Private Bag X53, PRINS ALBERT 6930 e-pos: jobapplications@pamun.gov.za Tel. (023) 5411320 Faks. (023) 5411321</p>		 <p>ALDRICK HENDRICKS MUNICIPAL MANAGER 2 NOVEMBER 2023</p>
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