

VACANCY ADVERTISEMENT

The KwaDukuza Municipality seeks to fill the following positions and accordingly invites applications from persons who meet the requirements as indicated. Please note that the post title and post identification number (KZ292.) MUST be indicated on your application which MUST be accompanied by certified copies of your qualifications, identity document and driver's licence where applicable. Applicants are also advised to ensure that their applications address the selection criteria in terms of qualifications, experience and any other requirements as set out in the relevant advertisement as shortlisting will be based on these selection criteria.

PLEASE NOTE THAT APPLICANTS FOR POSTS BELOW TASK GRADE 13 ARE REQUIRED TO ATTACH THE PREFERRED EMPLOYMENT OPPORTUNITY FORM OBTAINABLE FROM KDM HUMAN RESOURCES WHICH MUST BE SIGNED BY A WARD COUNCILLOR, AS PREFERENCE WILL BE GIVEN TO LOCAL RESIDENTS.

Post Title	MEDIA LIAISON OFFICER
Business Unit	OFFICE OF THE MUNICIPAL MANAGER
Reference	KZ292MMCC004
Task Grade	(TASK GRADE 11 - R 319 809,96 - R 415 144,56 PER ANNUM) Plus Locomotion & Cellphone Allowance as Per Council Policy
Notice number	MN: 272/2023
Requirements	<ul style="list-style-type: none"> <input type="checkbox"/> Bachelor's degree or National Diploma in Communication/Journalism/Public Relations/Media Studies. Three to five years' experience in a communications environment. <input type="checkbox"/> Computer literacy, knowledge of relevant legislation, knowledge of local government processes, familiar with government communication processes. Assertiveness skills, communication skills, negotiation skills, financial management skills. <input type="checkbox"/> Must be calm, Ability to work within a team and independently, work under supervision and without supervision. <input type="checkbox"/> Excellent communication & public relations skills (oral & written). <ul style="list-style-type: none"> - Ability to organise, coordinate and facilitate meetings/press conferences, etc. - Good research and analytical skills on communication and public relations topics. - Experience and understanding of the use of modern technology to communicate with various stakeholders.
Duties	<ul style="list-style-type: none"> <input type="checkbox"/> Provide strategic leadership and implementation of media liaison, public relations, stakeholder relations management for the organization. <input type="checkbox"/> Compiling media releases/statements on municipal projects, programmes, events, functions, processes for distribution on external and internal media platforms. <input type="checkbox"/> Coordinating media coverage. <input type="checkbox"/> Speechwriting. <input type="checkbox"/> Coordinating the compilation of programmes based on departmental activities. <input type="checkbox"/> Keeping the public informed of the latest municipal programmes, projects and processes. <input type="checkbox"/> Receiving, researching and responding to queries from external media houses and official government news platforms on behalf of the municipality. <input type="checkbox"/> Coordinating media alerts about unplanned service interruptions, including arranging media support in times of emergency/disasters; <input type="checkbox"/> Developing content for the official municipal newsletter. <input type="checkbox"/> Compiling investigational reports and/or responses to correspondences and queries, undertaking research or extracting information and records to support content, recommendations and/or opinion <input type="checkbox"/> Serves as Spokesperson for the Municipality <input type="checkbox"/> Media Monitoring

PLEASE NOTE:

- Applications are to be addressed to the **Municipal Manager, KwaDukuza Municipality, P.O. Box 72, KwaDukuza, 4450** for attention the Human Resources Department, and may be posted or hand delivered. (Note that hand delivered applications must be handed to the HR Officer, 34 Chief Albert Luthuli Street OK MALL BUILDING KwaDukuza) For enquiries Please call **032 437 5142/ 5153**.
- The Closing date and time is, **Wednesday , 13 September 2023 at 12H00**. No applications will be accepted after the closing date and time.
- Please **DO NOT** fax or e-mail applications. Please also **DO NOT** submit applications on **Z 83 forms**. Please **NOTE THAT APPLICATIONS MUST BE SUBMITTED ON KWADUKUZA MUNICIPALITY'S APPLICATION FORM WHICH IS OBTAINABLE ON THE MUNICIPALITY'S WEBSITE (www.kwadukuza.gov.za)**
- KwaDukuza Municipality adheres to the National Employment Equity Act and preference will be given to appointments that assist in achieving current targets of the municipality.
- Further communication will only be with shortlisted candidates; such shortlist being confined to the candidates that best meet the requirements according to the information supplied in their CV's. Candidates not contacted within 3 months of the closing date may consider their applications unsuccessful.
- Council reserves the right not to appoint any candidate to this post or to make required adjustments.
- Canvassing to Councilors/ Managers for preference on appointment is prohibited and may lead to disqualification of applicants.