



**MANDENI LOCAL MUNICIPALITY  
INTERNAL / EXTERNAL VACANCY**

Applicants living with disability are encouraged to apply.

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position:

**DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER**  
**POSITION : MANAGER: COMMUNICATIONS (X1 POST)**  
**TAST GRADE : T16 (subject to 2020 job evaluation outcome)**  
**SALARY NOTCH : R487 299,36 per annum**  
**SALARY SCALE : (R487 299,36-R632 533.68)**  
**CLOSING DATE : 17 JULY 2020 @12H00**  
**REF NO : PN35/2020**

**MINIMUM REQUIREMENTS:**

- Bachelor's Degree / BTech in communication, Public Relations, Journalism and/or equivalent and relevant qualifications
- 3 years relevant experience in a Communications environment, preferable in Local Government
- Be computer literate
- Valid Driver's Licence

**SKILLS & COMPETENCIES:**

- Deadline driven and able to deliver high quality work under pressure
- Strong verbal and written communication skills
- Ability to work in a team environment.
- Work after normal working hours, during emergencies and planned overtime
- Good management, interpersonal and communication skills

**Executive Committee**

Cllr. TP Mdlalose (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr. BL Magwaza (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)  
Cllr. NF Ntuli | Cllr. LR Mdlotehe | Cllr. ST Magwaza | Cllr. MS Mdunge | Cllr. M Shelembe



## **DUTIES:**

- Identifies and defines the immediate, short and long-term objectives/ plans associated with the provision of communications support to the Municipality.
- Keeping abreast of legislative changes and National Government requirements with respect to access to information and formulating methodologies/ policies dictating procedural applications for consideration and approval,
- Implementing Human Resources policies and procedures to control/ regulate workplace conflict and/ or instituting corrective measures and consultation processes to address deviations from standards
- Briefing the Executive on the status of events/functions with respect to confirmation on the guest list, schedule of events, mayoral speech, etc.
- Establishing and maintaining effective working relationships with diverse groups and individuals.
- Provision of an effective communications and public relations service for the municipality in order to maintain the municipality's public image as encapsulated in Integrated Development Plan
- Under limited supervision, this position is responsible for providing strategic guidance and oversight to a centralized team of media, communications and professionals
- Verifying and approving the release of information, publications and communiques to uphold the image of the municipality.
- Responsible for the corporate branding of the municipality
- Publicity campaigns and the execution of specific instructions and application of laid down procedures with respect to communication.
- Manages the implementation of financial controls/ procedures and provides information to support financial planning sequences.
- Manages the flow of communication from and to the organization, media and broader communities.
- Preparing speeches for high ranking functions and events related to all municipal services (social, political and economic) studying specific literature and records of the municipality's intent and interventions and, organizing /arranging the content to address the audience expectations without the risk of misrepresenting the facts.
- Develop corporate communication plans for external and internal clients



- Create and administer the municipality's communication plan to promote municipal initiatives, foster a culture of engagement, maximize communications resources, ensuring a unified municipal message.
- To render comprehensive communication / IGR service to promote and build sound relationships between the municipality and all stakeholders, to promote and manage the corporate image and coordinate customer care/call centre services
- Coordinate, scrutinize and arrange media statements, briefings and conferences
- Implement the municipality's communication strategy, policy and procedures
- Source and write / check content of internal and external communication
- Implement and maintain customer care procedures, centralized complaints service and call centre operations

**BENEFITS:**

All standard Municipal Fringe benefits which *inter-alia* includes a Housing Subsidy, Medical Aid, Travelling allowance and Pension fund would be applicable to the above post.

**DIRECTIONS TO CANDIDATES:**

Enquiries must be directed to Mrs. NW Ntuli (Manager: Human Resource and Council Support); tel: (032) 456 8200. **Please forward your application form and full CV with photocopies of certificates, quoting the relevant reference number to: Human Resources, via email: [recruitment@mandeni.gov.za](mailto:recruitment@mandeni.gov.za).** If you do not hear from us within 30 days of the closing date consider your application as unsuccessful. Application forms are available on the Mandeni Municipal Website [www.mandeni.gov.za](http://www.mandeni.gov.za) or at any Municipal building.

**NB: the municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make an appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate. People living with a disability are encouraged to apply.**

  
**SG KHUZWAYO**  
**MUNICIPAL MANAGER**

**DATE:** 29/06/2020