

PHYSICAL ADDRESS
PORT ST JOHNS LOCAL MUNICIPALITY
ERF 257 MAIN ROAD
PORT ST JOHN'S

POSTAL ADDRESS
P.O. BOX 2
PORT ST JOHN'S
5120



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LOCAL ADVERTISEMENT OF VACANCIES

The Port St Johns Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Suitably qualified persons are hereby invited to apply for the following vacancies that will be in terms of the Employment Equity Plan of the municipality. Females and people with disabilities are encouraged to apply.

POST : COMMUNICATION OFFICER
DIRECTORATE : MUNICIPAL MANAGER'S
TASK GRADE : 11
BASIC SALARY : R344 023.32- R446 559.00 pa

Job Purpose.

Facilitates and implements activities and key deliverables associated with communications (internal and external) and promoting events/ programs through the implementation of a communication strategy in order to ensure that Municipality receives maximum favourable exposure on its goals and objectives.

Key Performance Areas.

- Coordinates tasks/ activities associated with key performance area and the communications functionality.
- Coordinates and implements processes necessary to facilitate communication between the Municipal and its target public through publications.
- Coordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality.
- Contribute to the Communication and Supports' budget, financial and Asset Management.

Minimum Requirements.

- Grade12,
- National Diploma in Public Relations/ or equivalent.
- Computer Literacy.
- Code EB/ Driver's License.
- 3 years' experience in the Communications industry.

Applications must be submitted on the Port St Johns Municipality's Application Form for Employment. All applications should be accompanied by a detailed Curriculum Vitae (CV), certified copies of qualifications, ID and must be submitted for the attention of the Senior Manager Corporate Services to the following



address/es: Port St Johns Local Municipality, P.O Box 2, Port St Johns, 5120 or hand delivered to Erf. 257 Main Street, Port St Johns 5120.

Enquiries relating to the above should be directed to the HR Manager Ms. L. Majozini at 047 564 1208 during hours.

NB. In the case the Municipality is unable to find suitable candidate it reserves the right not to continue with the selection process and to re-advertise the position.

Shortlisted candidates will have to undergo screening, and the necessary reference check will be done.

Applicants with foreign acquired qualification need to submit (South African Qualifications Authority) SAQA verification letter for their qualifications on application.

Reviewed by



S. Ford
Manager: Communications

17/01/2025

Date

Recommended



SM: Corporate Services

20/01/2025

Date

CLOSING DATE FOR APPLICATIONS: 06/02 January 2025



Mr. E. Mzayiya
Acting Municipal Manager

29/01/2025

Date

