



**KNYSNA**  
Municipality Munisipaliteit uMasipala

**COMMUNICATIONS OFFICER**  
**DEPARTMENT: COMMUNICATIONS & CUSTOMER RELATIONS**

**TASK LEVEL 13**

**R241 656 to R313 632 per annum (Basic Salary)**

**R362 862 to R455 882 per annum (Total cost to Council package)**

**The incumbent will be required to perform the following key performance areas:**

- Compile and distribute Press Releases • Respond to Media queries on a day-to-day basis
- Conceptualize, maintain and create updated content for all communication platforms, including Newsletters, Publications, Website and Social Media • Drafting of official speeches and documents, including research, fact checking and editing • Help raise the Municipality's profile by running external and in-house Media events • Develop suitable ways of communicating complex information to all Municipal Stakeholders • Communicate the Municipality's vision by developing and implementing short- and long-term Media strategies for specific projects and initiatives • Liaise with key departments to develop proactive communication plans to support their business objectives, projects and programmes • Evaluate Media coverage and prepare reports for operational purposes, Committee Meetings and Council • Promote, attend and photograph Municipal Corporate/Community events during and after business hours • Proof reading and editing of public documents and publications • Perform other reasonable administrative duties as requested by the Manager Communications & Customer Relations

**Minimum qualification and experience:** An appropriate B Degree or Equivalent experience

- Knowledge and understanding of Public Communications, Public relations and Marketing guidelines
- Valid Code B Drivers' license • Computer literacy (MS Word, Excel, PowerPoint)

**Requirements and competencies needed:** At least three years relevant experience • Broad knowledge of all media • Excellent public relations skills • Excellent written and verbal communication skills in English and at least one other official language of the Western Cape • Ability to function in a community environment • Ability to function effectively under pressure and be deadline orientated • Ability to deal with National and Provincial government departments, other municipalities, stakeholders and staff in an appropriate manner • Ability to function independently, as well as within a team.

**Applicable Municipal Benefits will apply.**

**All applications will be considered but in terms of its Employment Equity Plan the Municipality would prefer to appoint a *Black Female* if a suitable candidate in that category can be identified.**

**To apply applicants must complete a Knysna Municipality Application Form and submit a detailed up-to-date CV, Covering Letter with an exposition of training, experience, competencies and previous employment record and certified copies of qualifications.**

**Application forms are obtainable from Reception at the main Municipal Offices in Clyde Street, Knysna and Municipal website: [www.knysna.gov.za](http://www.knysna.gov.za)**

**Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: [knysna@knysna.gov.za](mailto:knysna@knysna.gov.za).**

**CLOSING DATE: 20 MARCH 2014**

**Please note:** If you receive no notification regarding this advertisement within one month of the closing date, please assume that your application was unsuccessful.

**L A WARING**

**MUNICIPAL MANAGER**

**The Municipality reserves the right not to make an appointment.**