

COMMUNICATIONS OFFICER
DEPARTMENT: COMMUNICATIONS & CUSTOMER RELATIONS

TASK LEVEL 12
R214 656 to R278 616 per annum (Basic Salary)
R327 968 to R410 628 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 communications plans to support their business objectives, projects and programmes
- Evaluate Media coverage and prepare reports for operational purposes, Committee meetings and Council
- Promote and attend municipal corporate/community events during and after business hours
- Proof reading and editing of public documents and publications
- Undertake Media training for Council, Directors and Senior Management
- 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 at least two of the three Western Cape official languages
- 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.co.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.

CLOSING DATE: 20 DECEMBER 2013

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 WARING

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.