

# **KNYSNA MUNICIPALITY**



**Applications are hereby invited from suitably qualified individuals with enthusiasm for the following career opportunity in our dynamic organisation:**

**STAKEHOLDER RELATIONS OFFICER  
PUBLIC PARTICIPATION  
DIRECTORATE: CORPORATE SERVICES**

**Task Level 12**

**R 318 192 to R 412 920 (Basic Salary)**

**R 477 672 to R 600 022 (Total Cost to Council Package)**

Applicable Municipal benefits will apply.

## **MINIMUM QUALIFICATION & EXPERIENCE:**

Relevant qualification in Community Development/ Public relations or related field

Three years' experience as a practitioner in Stakeholder Relations or related field, and at least 1-2 years in a Municipal environment

Valid Code B driver's license

Efficiency in all three official languages of the Western Cape

Computer Literacy

Exposure to multiple stakeholder management processes such as NGO's, CBO's, government, business partners and communities

A clear and comprehensive understanding of the impact of government (Local, Provincial and National) policies

Financial management skills, budgeting and reporting

Good communication and networking skills

Stakeholder management development and implementation experience

Knowledge of relevant legislation, analysis of the political and the legislative landscape

Ability to initiate and build long-term relationships

Good facilitation and conflict management skills

Good interpersonal management skills

Well-developed persuasive skills

Keen understanding of cultural sensitivities

Strategic thinking ability

## **KEY PERFORMANCE AREAS:**

- Networking and maintaining of good relations with governments (local, provincial and national), policy makers, community based stakeholders and key decision makers
- To develop programmes that will enable the Municipality to enhance good relations with key stakeholders
- To advise the Municipality on government initiatives directly or indirectly related to the Municipality
- To monitor and alert management on threats that can impact negatively on the Municipality's strategy
- To attend relevant public meetings to enhance the Municipality's goals
- To integrate and align internal and external stakeholders programs and coordinate the implementation of relevant decisions/ plans
- The establishment and coordination of resources and programmes to execute the strategy
- To provide interpretation services at various meetings of the Municipality such as disciplinary hearings, workshops, council meetings, community meetings, etc
- To ensure that the Municipal strategic documents (e.g. IDP, Budget statements agendas and other) are translated into prevalent languages within the Knysna Municipal area

*All applications will be considered, but in terms of its Employment Equity Target the Municipality would prefer to appoint an Indian Female or an African or Indian Male if a suitable candidate in that category can be identified.*

## **DIRECTION TO CANDIDATES:**

All applicants **MUST** complete a Knysna Municipality application form. Applications must be accompanied by a comprehensive CV with certified copies of qualifications (**not older than 3 months**), copies of training, experience, competency and previous employment record. Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.

Application forms are obtainable from Reception at the Main Municipal Offices in Clyde Street, Knysna and the 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: [vacancies@knysna.gov.za](mailto:vacancies@knysna.gov.za).

**Please note:** Correspondence will **ONLY** be entered into with shortlisted candidates. Should candidates not be contacted within three months after the closing date, they may accept their application as unsuccessful.

**CLOSING DATE: 3 SEPTEMBER 2019**

**Dr SW VATALA**

**MUNICIPAL MANAGER**

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