



EXTERNAL ADVERTISEMENT

BOJANALA PLATINUM DISTRICT MUNICIPALITY

Bojanala Platinum District Municipality has a vacancy for a suitably qualified, highly motivated and dynamic person to perform the duties of a Manager – Communications in the Office of the Executive Mayor. Apart from specific skills for the position, it will be expected of the applicant to have knowledge of Corporate Governance Principles, Local Government and other spheres of Government as well as interpretation of all relevant legislation, ordinances, regulations and Batho Pele Principles.

MANAGER – COMMUNICATIONS

This appointment will be on a fixed term contract for a period directly linked to the term of office of the current Executive Mayor

Key responsibilities

- The incumbent will be directly accountable to the Executive Mayor
- Develop, monitor and implement communications strategy of Council
- Ensure the maintenance of communications protocol in Council
- Monitor compliance with regard to Intergovernmental Relations and Communications processes within the District Council
- Manage and direct Communications unit and ensure integration of the entire unit
- Serve as Council's spokesperson
- Co-ordinate promotional material on behalf of Council
- Create conducive conditions for the operation of Council through the proper communications system
- Co-ordinate and manage all processes in respect of internal and external communications
- Co-ordinate and ensure support of communications strategies of constituent Local Municipalities
- Put into place initiatives that will enhance the profile of Council in terms with the public relations
- Track and popularize Council policies and resolutions

Qualification, Knowledge and Skills Requirements:

- Unless the incumbent has demonstrated the he/she has developed the necessary competencies through experience, he/she should have at least NQF Level 5 in Communications or relevant Diploma
- In depth understanding of Local Government Legislations
- Sound interpersonal relations
- Understanding of the dynamics of the District
- Management and administrative skills
- Proficiency in the interpretation of Local Government Legislation
- Good planning, communication and interpersonal skills
- Excellent report writing skills
- Computer Literacy
- Valid Driver's Licence

Salary: R544 548 (All inclusive package per annum)

Closing date: 26 March 2010

Enquiries should be made to the H.R. Officer on Tel: (014) 5928883. Interested candidates should send a comprehensive CV with certified copies of qualifications to: The Municipal Manager, Bojanala Platinum District Municipality, P O Box 1993, Rustenburg 0300. No fax or e-mail will be accepted.

Bojanala Platinum District Municipality as an employer applies employment equity and equal opportunity to all applicants.

IF YOU ARE NOT CONTACTED WITHIN SIX WEEKS AFTER THE CLOSING DATE FOR APPLICATIONS, YOU MUST REGARD YOUR APPLICATION UNSUCCESSFUL. PLEASE DO NOT SEND ORIGINAL DOCUMENTS.