



## **MANDENI LOCAL MUNICIPALITY INTERNAL AND EXTERNAL VACANCY**

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position

**DEPARTMENT : MUNICIPAL MANAGERS OFFICE**  
**POSITION : COMMUNICATION AND MEDIA LIAISON CLERK**  
**TASK GRADE : T08**  
**SALARY NOTCH : R 167 624 per annum**  
**SALARY SCALE : (R167 624 pa – R 217 581 pa)**  
**CLOSING DATE : 16 AUGUST 2019 @ 12H00**  
**REF NO : PN 42/2019**

### **MINIMUM REQUIREMENTS:**

- Grade 12 plus Diploma in Journalism or Media related Qualification
- Good knowledge and computer application of (MS Word, Excel, PowerPoint & Internet).
- 1-2 years relevant experience in office administrative environment.

### **SKILLS**

- Have good communication and writing skills.
- Must maintain confidentiality and be able to remain calm under pressure.
- Have good interpersonal relation skills.
- Have good planning skills.

### **DUTIES:**

- Confirming the communication arrangements/requirements for specific functions, exhibitions
- Interacting with service providers and establishing progress with the agreed arrangements and activities to be completed prior to the event.
- Erecting and ensuring appropriate branding before the events and collecting branding after the event.
- Taking pictures during the events and uploading pictures on the Social media Platforms
- Preparing the Media release to be approved by the immediate

Executive Committee

Cllr. PM Sishi (Acting Mayor) | Ex Officio Mr S Khuzwayo (Municipal Manager)  
Cllr. NF Ntuli | Cllr. LR Mdletshe | Cllr. T.P. Mdlalose | Cllr. SB Zulu | Cllr. MS Mdunge | Cllr. M Shelembe



- supervisor.
- Receiving and registering media enquiries from the Community with regards to services and support and proceeding with submitting or referring complaints to the immediate superior for further processing.
  - Update the media database and ensure all media monitoring records are filed.
  - Preparing Media invitation and ensure that all media houses are transported to the Municipal Events.
  - Frequent updating the Municipal social media platforms and the website as authorized by the immediate supervisor

**BENEFITS:**

All standard Municipal Fringe benefits which *inter-alia* includes a Housing Subsidy, Medical Aid, and Pension fund would be applicable to the above post.

**DIRECTIONS TO CANDIDATES:**

Enquiries must be directed to Mrs. NW Ntuli (Manager: Human Resource and Council Support); tel: (032) 456 8200. **Please forward your application form and full CV with certified copies of certificates, quoting the relevant reference number to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered.** If you do not hear from us within 30 days of the closing date consider your application as unsuccessful. Application forms are available on the Mandeni Municipal Website [www.mandeni.gov.za](http://www.mandeni.gov.za) or at any Municipal building.

**NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate.**

  
SG KHUZWAYO  
MUNICIPAL MANAGER

DATE: 25/07/2019