



ALFRED NZO
DISCTRICT MUNICIPALITY

Enquiries: S FIKENI

EXTERNAL ADVERTISEMENT

VACANT POSITIONS

NOTICE NO 08/2020/2021

Applicants are hereby invited from suitably qualified persons for the following position:

1. Municipal Manager's Office

INTERNAL AND EXTERNAL LIAISON OFFICER

TASK GRADE: 10

ANNUAL BASIC SALARY R 225 749.00 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 • A recognized National Diploma in Public Relations, Public Management, Marketing, Journalism or Equivalent NQF level 6 qualification in the relevant field • Minimum of 3 years appropriate experience in a role related to the position • A valid driver's license • Competency in the use of computers especially in Excel, Power Point, Outlook, internet • Have a proven successful experience in the field of Public Relations • Sound understanding of Government Communication System

KEY COMPETENCY SKILLS: Knowledge of the Local Government Sector and applicable legislation which includes Inter Government relations Act and the National Communications Policy Framework • Planning and organizing skills • Good analytical skills • Willingness and readiness to work long hours and under pressure • Good Communication skills • Speech Writing Skills • Report writing skills • Ability to meet

deadlines with strong conceptual and numerical skills, knowledge of coordination and oversight of all specialized support functions

KEY PERFORMANCE AREAS: Performing specific tasks associated with Public Relations • Attending to enquires and providing general administrative • Verifying the availability of funds from vote numbers to ensure Virement by receiving and compiling a report to the Manager for votes with insufficient funds • Processing and issuing departmental payments and follow up on payments of the service provider • compiling reports for submission to the Supervisor • Attending to typing of correspondences, faxing ,photocopying and organizing of stationery for the section.

TECHNICAL AND GRAPHIC DESIGNER

TASK GRADE: 10

ANNUAL BASIC SALARY R 225 749 PLUS BENEFITS

ESSENTIAL REQUIREMENTS: Grade 12 • A National Diploma in Office Graphic Design or a recognized Adobe Authorized Training Qualifications or Equivalent NQF level 6 qualification in the relevant field • Good knowledge of Graphic Design and Communications • A minimum of 3 years in Graphic Design or in the similar environment • Competency in the use of computers especially in Adobe Premiere Pro

KEY COMPETENCY SKILLS: Knowledge of Graphic Design (Posters, Videos , Web Editing) •Local Government Sector and applicable legislation which includes Inter Governmental relations Act and the National Communications Policy Framework• Good analytical skills • Good Communication Skills • Planning and Organizing Skills • Willing and Readiness to work long hours and under pressure • Speech writing skills• Events Management Skills • Good Customer care skills • Report writing skills • Ability to meet deadlines with strong conceptual and numerical skills, knowledge of coordination and oversight of all specialized support functions. People Management.

KEY PERFORMANCE AREAS: Development of Branding and Marketing Material • Development of Posters , Banners, Videos, Broche, pamphlets for Marketing purposes

- Performing specific Public Relations Tasks
- Attending to enquires and providing general administrative
- Verifying the availability of funds from vote numbers to ensure Virement by receiving and compiling a report to the manager for votes with insufficient funds ., Submitting letter of approval from the manager to the Municipal Manager for processing
- Processing and issuing departmental payments and follow up on payments of the service provider.

Closing date: 11 November 2020

Please note: Applicants must submit a completed **ANDM Employment Form** obtained from our offices or on our website (www.andm.gov.za) and a comprehensive Curriculum Vitae with exposition of their experience and competencies with certified copies of qualifications, Identity document and license where applicable. **Applications should be forwarded to the Corporate Services Department, Alfred Nzo District Municipality, ERF 1400 Ntsizwa Street or Private Bag X 511, Mount Ayliff, 4735. Appointment will be subject to appropriate security clearance/criminal record check, a competency as well as reference and qualification checks.** If applicants receive no notification within one month from the closing date, please assume that your application was unsuccessful. The council reserves the right not to fill the position. Alfred Nzo District Municipality is an equal opportunity and affirmative action employer and people from designated groups.

LATE, EMAILED AND FAXED APPLICATIONS WILL NOT BE ACCEPTED

All enquiries should be directed to Mr. S FIKENI, HR Officer by telephone at (039) 254 5000.



**Z. H. SIKHUNDLA
MUNICIPAL MANAGER**