



# UMZUMBE MUNICIPALITY

## UMASIPALA WASEMZUMBE



HUMAN RESOURCES DEPARTMENT

The successful incumbent will report directly to the Municipal Manager

### SENIOR MANAGER COMMUNICATIONS, MAYORAL SUPPORT AND YOUTH DEVELOPMENT

Post level 2 R468 830.83 plus R110 000.00 car allowance p.a, cellphone allowance, medical aid optional and 13<sup>th</sup> cheque

#### KEY REQUIREMENTS

- Relevant Bachelor's Degree NQF Level 7 in Communications, Journalism or Public Relations.
- Excellent communication skills (written and verbal).
- Good understanding of Municipal Legislations and Policies.
- Code B Driver's license.
- At least 3 years managerial experience in communication and development within local government environment.
- Excellent written and oral communication skills are essential.
- Sound understanding of key Pillars of Communication strategy.
- Clear understanding of National Youth Development Policy Framework.

#### KEY ATTRIBUTES

- Must be able to display sound leadership skills.
- Must be a team player/leader.
- Must be able to work independently and demonstrate the ability to interact and communicate both verbally and in writing with diverse internal and external stakeholder groups.
- Ability to work under pressure and produce results.

#### KEY RESPONSIBILITIES

- Manage all communications matters within the Municipality.
- Manage and co-ordinate events and campaigns.
- Manage special programs for youth, disabled, elderly people, HIV and AIDS programs, farm workers and vulnerable children.
- Manage public participation programs (setting up Institutional framework for public participation).
- Ensure effective functioning of ward committees and alignment with other locally based structures.
- Co-ordinate Umzumbe municipality's input into Government's annual calendar events National, Provincial and District level (e.g. World AIDS Day, Freedom Day, Youth Day etc.).
- Represent Umzumbe Municipality in the District Communication's Forum.
- Co-ordinate the Mayor's Radio Slot and support the Municipal Manager in the preparation of Mayor's input for Radio communication.
- Provide timeous response to media publications that affect the Municipality.
- Ensure that there is effective communication between political wing and administration.
- Co-ordinate Municipality's response to community requests by liaising with both political and administrative components of the Municipality.
- To maintain a conducive communication environment.
- To advise both administration and political leadership on effective communication.
- Manage both the office of Mayor and the Speaker.
- Manage the production and publication of the Municipality's newsletter.
- Develop and manage the website of the Municipality.

The incumbent will be expected to work after normal working hours when necessary including weekends.

Application letter with a comprehensive CV (preferable in English) certified copies of qualifications, Id copy and Driver's license should be forwarded to: The Attention Human Resources Manager Umzumbe Municipality PO Box 561 Hibberdene 4220 or can be hand delivered to Mathulini MPCC, Sipofu Road Umthwalume 4186.

All enquiries to be channeled to the Human Resources Manager (039 9720005). Short-listed candidates will be required to produce their original documents and/or the verification/confirmation of documents. This should be established via the relevant verification authority and the responsibility will rest with the applicants themselves. Correspondence will only be sent to successful candidate only. Applicants not contacted after three months must consider their application unsuccessful.

Applicants must note that further screening will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on the screenings, which include security vetting, reference checks, contacting current or previous employer, validity of the qualifications and verification for any dismissal previously for a misconduct or poor performance.

Disabled persons are encouraged to apply.



**CLOSING DATE: 15 JUNE 2017**

STANDARD MUNICIPAL FRINGE BENEFITS ARE APPLICABLE:

Umzumbe Municipality is an equal opportunity employer and appointment will be made in terms of the Council's Employment Equity Plan. The appointment is made according to the Council's condition of service. Canvassing for these positions will lead to disqualification of applicants. The Municipality reserves the rights not make an appointment.

NC Mgijima  
Municipal Manager