



## DIKGATLONG LOCAL MUNICIPALITY

Dikgatlong Local Municipality invites applications from suitably qualified candidates to fill the following vacant position within its establishment:

**DEPARTMENT :** Office of the Municipal Manager  
**POST :** Communication Officer  
**CENTRE :** Barkly West, Northern Cape  
**REFERENCE No.:** 2024/007/15/OMM

- **Total Remuneration Package:**

- R 445 725,00 P/A Excluding Benefits,

- **Term of Appointment:**

- Permanent;

- **Minimum Qualifications / Requirements:**

- Grade 12;
- Relevant National Diploma / B Degree in Communication/Public Relations/Media Studies;
- At least three (3) relevant experience in Communication in the Public Sector;

- **Knowledge, Skills and Competencies:**

- Fluent in at least 2 African Languages in Dikgatlong;
- Analytical ability and integrity;
- Interpersonal and people skills;
- Good communication and problem solving skills;
- Analytical and Strategic thinker;
- Required to work outside normal working hours, on standby, during emergencies and planned overtime;
- Computer literacy.

- **Responsibilities:**

Although not limited to, the primary responsibilities will include:

- Compile and distribute press releases
- Respond to media queries as and when required
- Promote the Municipality's brand by running external and in-house media events
- Communicate the Municipality's vision by developing and implementing short- and long-term media strategies for specific projects and initiatives
- Conceptualize, maintain and create updated content for all communication platforms, including newsletters, publications, website and social media
- Liaise with key departments to develop pro-active communications plans to support their business objectives, projects and programmes
- Develop suitable ways of communicating complex information to all municipal stakeholders
- Proof reading and editing of public documents and publications
- Promote and attend Mayoral, Municipal, Corporate and Community events during and after business hours
- Facilitate, mainstream and promote intergovernmental relations (IGR) programmes and projects
- Guide and co-ordinate IGR and protocol related action

**Note:**

- Preference will be given to suitable candidates from the designated groups;
- Should you not hear from us within one month of the closing date of this advertisement, please regard your application as being unsuccessful;
- Only short-listed candidates will be contacted;
- Late applications will not be considered;
- The municipality reserves the right not to appoint anyone in the position;

**Closing date:** 12 August 2024

If you meet the stated requirements, a detailed CV, certified copies of academic qualifications, Identity Document (certified copies must not be older than 3 months) should be addressed to **Dikgatlong Local Municipality, Private Bag X5, Barkly West, 8375** or hand delivered at **33 Campbell Street, Registry Office, Dikgatlong Local Municipality, Barkly West.**

**Enquiries: Mr. L. Keskile**

HR Officer

(053) 531 6528

**Dikgatlong Local Municipality is an equal opportunity and affirmative action employer**

**Issued By: Ms B. Tsinyane**  
**Acting Municipal Manager**