

# MALUTI-A-PHOFUNG LOCAL MUNICIPALITY



## NOTICE NO 82/2011

**Maluti-a-Phofung hereby invites the application for the following position:**

Applications are hereby invited from competent bilingual persons for appointment in the below mentioned vacancy.

### **PERSONAL ASSISTANT (PA)** **OFFICE OF THE MUNICIPAL MANAGER**

#### **REQUIREMENTS:**

- Matric or equivalent qualifications plus relevant experience.
- Computer skills (Office package)
- Strong interpersonal and communication skills
- Ability to work to deadlines and under pressure
- Maintain absolute confidentiality.

#### **CORE RESPONSIBILITIES:**

1. To manage the appointments of the Municipal Manager consistent with the functions, exercise of power and discharge of duties conferred on the Municipal Manager
2. To perform the functions, exercise power and discharge the duties on behalf of the Municipal Manager as delegated by the Municipal Manager
3. To control, co-ordinate and manage the office of the Municipal Manager
4. To render support to the Municipal Manager
5. Co-ordinate meetings for Municipal Manager
6. Manage the diary of the Municipal Manager
7. Maintain the year planner for the Municipal Manager

The period of employment will be concurrent with the term of office of the Municipal Manager.

#### **Remuneration:**

Negotiable

## **POSITION: MANAGER MEDIA AND COMMUNICATIONS**

### **REQUIREMENTS:**

- BA or National Diploma in Media Management , PR, Communications, Journalism
- Experience in Media/ Communication in a senior position.
- Research Abilities
- Computer Literacy

### **CORE RESPONSIBILITIES:**

1. Formulate and implement media strategy by planning, organizing, leading and control of strategic objectives for the section in order to portray a positive image of the council.
  2. Formulate and monitor the media policy
  3. Official spokesperson of the Maluti-a-Phofung Municipality on organisational, technical and administrative issues
  4. Manage three media and communication staff members
  5. Do the Budget control for the media and communication section
  6. Advise management on matters relating to media and communication
  7. Liaise with local, national and international media, including print and electronic publications, radio and television
  8. Update and monitor of the media division on the municipality website
  9. Analyse media and communication trends by researching media publications and media analysis reports
  10. Manage all news releases and publicity campaigns of the Maluti-a-Phofung Municipality
  11. Compile media and communication reports for the Maluti-a-Phofung Municipality and its management
  12. Identify media opportunities for the Maluti-a-Phofung Municipality
  13. Manage the process of responding to media complaints and enquiries
  14. Approve all media responses, news releases and any other material to be distributed to the media before dissemination
  15. Liaise with the Executive Mayor/Municipal Manager on matters relating to the media and communications
  16. Manage the media information and photographic database, brochures, pamphlets etc.
  17. Manage the development and implementation of all media campaigns and projects to profile the municipality
  18. Ensure senior management receive media training and know how to deal with the media
  19. Establish and managing an efficient 'news agency' for the Municipality
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- 20. Visit local media houses to ensure good relationships with all media
- 21. To facilitate and manage after hours media enquiries
- 22. Attend council, mayoral committee and management meetings
- 23. All other duties as instructed by the Municipal Manager and the Executive Mayor

**SALARY: POST LEVEL 2 OF A GRADE 9 MUNICIPALITY**

**Closing date: 02 December 2011**

**Applications should be submitted to:**

**The Municipal Manager  
Maluti-a-Phofung Municipality  
Private Bag X805  
WITSIESHOEK  
9870**

**For administrative enquiries please contact Mr N.K Rens at (058) 718 3734/7183747.**

**Applicants are advised that if they have not heard from us 30 days from date of closure, they should accept that their applications were not successful.**

**RS KAU  
MUNICIPAL MANAGER**