

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES
POST DESIGNATION: PUBLIC RELATIONS OFFICER (FIXED TERM CONTRACT)
(CONTRACT LINKED TO THE TERM OF THE EXECUTIVE MAYOR)
WC0442328
REFERENCE: 3227173

Salary: R 335 328 – R 435 288 (T11) Plus allowance providing for total remuneration package.

MINIMUM REQUIREMENTS:

- A relevant Post Matric ICT certificate / Diploma in the relevant profession.
- 0 – 2 Years relevant experience
- Computer Literacy
- Valid Driver's license

COMPETENCIES:

- **Core Professional Competencies:** Communication, Organisational Awareness, Conceptual Thinking
- **Functional Competencies:** Project Management, Financial Management, Information Measuring and Monitoring, Technology Usage
- **Public Service Orientation Competencies:** Service Delivery Orientation, Interpersonal Relationships, Customer Orientation and Customer Focus
- **Personal Competencies:** Action and Orientation, Resilience, Accountability and Ethical Conduct, Learning orientation
- **Management / Leadership Competencies:** Direction Setting, Impact and Influence, Coaching and Mentoring, Team Orientation

KEY PERFORMANCE AREAS:

- Ensure that the correct procedures are followed during the release and reporting on media press releases
- Ensure that media enquiries are responded to in the least possible time to keep the public informed with information relevant to enquiries
- Ensure that the internal newsletter is informative and that the layout and news articles is of such a nature that it will be of interest to the reader
- Ensure that planned schedules are drawn up in advance and that specific time slots be allocated for specific media events
- Ensure that the office administration is effectively and efficiently attended to
- Ensure that the communication channel is maintained and expanded internally and externally

SPECIAL CONDITIONS ATTACHED TO THE POST:

- Must be able to communicate in at least two of the official languages of the Western Cape
- Must have good inter-personal skills
- Must be able to handle conflict situations
- Must have good communication and interpretation skills
- Must be able to work under pressure
- Must be reliable and trustworthy
- Must have good leadership and people skills
- Must be willing to work outside normal office hours when requested
- Must be willing to work in adverse weather conditions

PROBATION PERIOD: 6 months

ENQUIRIES: MR E GANZA (044 801 9204)

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INSTRUCTIONS TO APPLICANTS (Please read carefully)

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, www.george.gov.za, under **Job Portal**. Applicants must register and apply online before **2024-07-31 at 16:30**.

Please Note the following when applying on the Portal:

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only if applicable.

Only online applications will be accepted.

The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.

Disqualification:

Please note that the following will lead to disqualification:

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councillors and/or officials.

Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: 2024-07-31 AT 16:30.