



WATERBERG DISTRICT MUNICIPALITY

Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post: Women and disabled are encouraged to apply.

OFFICE OF THE EXECUTIVE MAYOR

DIVISIONAL MANAGER: COMMUNICATIONS, IGR AND PROTOCOL – POST LEVEL 03

Salary: R236 976 fixed, per annum

Benefits: Normal municipal benefits plus travelling allowance.

REQUIREMENTS

- A three year appropriate tertiary diploma/degree or equivalent qualification in communication
- Extensive experience and understanding of protocol and ceremonial services
- Minimum of three years experience in communication environment
- Self driven, valid driver's license (code 08)

COMPETENCIES

- Excellent planning, leadership and organizational skills
- Communications experience in public sector
- Knowledge of current communication trends
- Sound understanding of political dynamics
- Project management experience
- Knowledge of IGR framework, administration, national orders, MSA, PFMA and Local Government
- Computer literacy
- Ability to work adequately, independently, cope with work load pressure and meet deadlines

DUTIES

- Media monitoring, scanning analysis
- Development, production and distribution of internal and external publications
- Ensure functionality of District Communicators Forum
- Manager and coordinate IGR related activities as per Waterberg District Municipality protocol framework
- Ensure that all Protocol and ceremonial matters are attended to with regard to political principals in events.
- Project a positive image of the Political principals, advice on protocol and ceremonial matters
- Manage and co-ordinate public appearances of the Political Principals
- Accompany Political Principals on official visits locally and abroad on special request

Applications, accompanied by a comprehensive CV, originally certified copies of qualifications, ID and covering letter that indicate the position you are applying for, must be sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality cnr Harry Gwala and Church Streets, Room 25. Faxed or e-mailed applications and those without the relevant accompanying documents will be automatically disqualified.

All qualifications and references will be verified.

Further enquiries maybe directed to Mr A.S Naidoo at tel. no. (014) 718- 3307 during office hours.

Closing date: 04 April 2008

Should you not be contacted within 30 days of the closing date please accept that your application had been unsuccessful.

The Waterberg District Municipality reserves the right not to fill the advertised post.

**NC MOTSEPE
MUNICIPAL MANAGER**