



## **DIRECTORATE : HUMAN RESOURCES**

**Strategic Executive Directorate : Corporate Services**

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**TO :** Acting Municipal Manager  
SED : Development Planning & Human Settlements  
Acting SED : Budget and Treasury Office  
SED : Technical Services  
SED : Corporate Services  
SED : Community Services  
Chief Audit Executive

**FROM :** Directorate : Human Resources

**REF NO :** HR 5/3/2/1

**ENQUIRIES :** Dr N Y Mbatha-Mahlubi

**DATE :** 6 November 2019

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### **INTERNAL MEMORANDUM**

#### HR CIRCULAR NO. 27/2019 : ADVERTISEMENT OF VACANCIES

Attached please find an advertisement for vacancies for distribution to all personnel in your department.

Please note that receipt of all internal applications for vacancies must be acknowledged by the Human Resources department, the latter cannot be held responsible for any application that might go amiss.

Kindly note that all CV's submitted by hand to the Human Resources Department will be signed for as proof of receipt of the application.

  
**M J MAYISELA**  
**ACTING MUNICIPAL MANAGER**

# NEWCASTLE MUNICIPALITY VACANCIES

The following vacancy exist in the department as mentioned hereunder :-

## DEPARTMENT : MUNICIPAL MANAGER

### CHIEF COMMUNICATIONS OFFICER AND PUBLIC PARTICIPATION: POST ID : SG200

Position	<b>CHIEF COMMUNICATIONS OFFICER AND PUBLIC PARTICIPATION</b>
Remuneration	R702 645,88 per annum
Qualifications	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• Degree in Public Relations / Communications or any other relevant qualification</li> <li>• Valid driver's license</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 6 Years relevant experience in Public Relations/Communication</li> </ul>
Responsibilities	<p><b>GENERAL PLANNING FUNCTIONS</b></p> <p><b>Identifies with the broad Public Relations and Communication strategy and defines, implements and monitors short term plans/objectives, by :</b></p> <ul style="list-style-type: none"> <li>• Establishing and maintaining relations with the stakeholders in the municipal area.</li> <li>• Communicating with the immediate superior on specific Key Performance Areas (communication, relationship management, strategic events) with a view to aligning functions and objectives.</li> <li>• Analysing the adequacy of current approached, submits reports supporting specific provision associated with communication interventions considered during the preparation of financial expenditure estimates.</li> <li>• Assisting with the interpreting of situational and contextual issues and researching relevant topics to enable the preparation of speeches, letters, the publication of newsletters, brochures and advertisements and other relevant material through appropriate forms of media.</li> </ul> <p>In order to ensure the communication strategy adequately addresses the information needs of the local and broader community and fosters mutual understanding between the organisation and its target public.</p> <p><b>COMMUNICATION</b></p> <p><b>CREATING AWARENESS</b></p> <p><b>Manages key processes, procedural and creative applications associated with the creating broader community awareness and interest, by :</b></p> <ul style="list-style-type: none"> <li>• Co-ordinating the planning, editing, layout and distribution of publications and articles, arranging photo-shoots and/or compiling and seeking approval on articles and/or information for inclusion in national, provincial and business print mediums.</li> <li>• Attending to the information needs with respect to the Internet/ Web Site of the municipality, checking the usage or insertion of news items, articles and photographs, for approval by the HOD.</li> </ul> <p>In order to ensure the communication strategy is effective in addressing awareness and information needs of the local and broader community.</p> <p><b>MEDIA RELATIONS AND PLACEMENT</b></p> <p><b>Manages the flow of communication from/to the organization, media and broader communities, by :</b></p> <ul style="list-style-type: none"> <li>• Interacting and establishing media needs, attending to specific enquiries and seeking approval for the release of information or comments to the different media forms.</li> <li>• Co-ordinating and scheduling media/press conferences, interviews and or disseminates information on events and issues of public interest.</li> <li>• Arranging media presence for specific community functions/ events.</li> </ul>



- Keeping abreast of the media reports relating to the municipality's functions and activities and addressing the publication of inaccurate reports through the release of apologies or addendums.
- Conducting media monitoring and communication environment analysis and advise the municipality of any emergency that may effect the perception of the municipality.

In order to ensure accurate information is published or communicated and the municipality is prepared and positioned to effectively address media enquiries and requirements.

### **FUNCTIONS AND EVENTS**

**Aligns and implements key requirements with respect to upholding the image and/or maintaining positive perceptions, by :**

- Assisting the Municipal Manager's Secretary with the organising of social and formal functions of the municipality.
- Assisting with the co-ordination of the logistical organization and arrangement, approving the set-up, décor, guest lists and programme.
- Disseminating and checking for understanding with respect to the observation and adherence to protocol during the visit and hosting of guests, foreign and local dignitaries and high ranking officials.

In order to ensure the image of the municipality is upheld through the application of a professional approach in co-ordinating and ranging strategic functions, ceremonial events or hosting of guests.

### **COMMUNICATION AND REPORTING FUNCTIONS**

**Disseminates functional information and advice on the immediate, short and long term objectives and current developments, problems and constraints, by :**

- Co-ordinating the set-up and implementation of communication mediums to serve as avenues to facilitate transfer of functional information and receive comment, opinions and complaints.
- Collecting information for publication.
- Compiling of internal and external municipal newsletters.
- Writing articles for the in-house newsletter.
- Assisting with translation and editing of communication material.
- Responding, through the collection of factual information and/or conducting the necessary investigation/research, to enquiries and concern from the general public, councillors, government departments, media, etc.

In order to ensure information, advice or opinions on relevant matters is made available and/or communicated through the various mediums and accurately interpreted through the provision of adequate and clear explanation.

### **ADMINISTRATION**

**Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality, by :**

- Preparing procedural, financial and performance reports referring to statistical data and qualitative information related to the communication service delivery initiatives for the attention of the immediate superior for consideration and inclusion into council and sub-committee reports.
- Compiling investigational reports and/or responses to correspondence and queries, undertaking research or extracting information and records to support content, recommendations and/or opinion.
- Maintaining the activity and recordkeeping systems and/or executing specific actions to facilitate the updating of information with respect to specific activities and interventions.

In order to ensure administrative sequences dictating reporting requirements and approval procedures are complied with and correspondence responded to through the provision of accurate information on the activities of the section.

Where advertised

- Internal / Newcastle Advertiser / Ilanga / Newcastle Municipal Website



Detailed CV's can be forwarded to Human Resources, Tower Block, 5<sup>th</sup> floor, Office no B560, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Acting Municipal Manager : Mr M J Mayisela at 034 – 328 7750.

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
- The Directorate : Human Resources will not accept responsibility for information not mentioned in applications.
- **NO** late applications will be accepted.
- **NO** e-mails or faxes will be accepted.
- The Directorate: Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.
- All applicants may be required to undergo a proficiency test.
- **NO** applications shall be considered without certified copies of the original documents of qualifications.
- The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representativity through the process of affirmative action.
- It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verifications will be done on his / her qualifications, criminal and credit records.
- Applicants must have no criminal record or pending criminal/departmental or civil cases. The candidate will be required to disclose all financial interest and will be subjected to competency assessment.
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- Applicants should be a South African citizen or permanent resident.
- **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.

**CLOSING DATE : 6 DECEMBER 2019**