



HARRY GWALA DISTRICT MUNICIPALITY

OFFICE OF THE MUNICIPAL MANAGER

PUBLIC RELATIONS OFFICER

- Salary Grade: R347 854.50 - R451 556.51 p.a. (T11) (Plus applicable benefits) • Ref No: MM O 5/5/4/2/1

Job requirements: • A Grade 12/Matric • A Bachelor's degree (NQF Level 7)/National Diploma (NQF Level 6) in Public Relations, Communications, Marketing, or relevant qualification • Three (3) years' experience working in a relevant field, two (2) years' must be in local government • Computer literacy in Microsoft packages • A valid motor vehicle driver's licence.

Key performance areas: • Identify the key deliverables and immediate goals detailed in Sector Plans and the Council's Integrated Development Plan in respect of promoting public awareness • Coordinate planning, layout, and distribution of publications and articles, and seek approval on articles and information for inclusion in national, provincial, and business print mediums • Attend to the information needs with respect to the internet or website of the Municipality, check and seek approval for the usage or insertion of news items, articles, and photographs • Design promotional materials and other materials of the Municipality • Coordinate the design layout, printing, and distribution of the Municipality newsletter • Coordinate and schedule media or press briefings • Arrange media presence for specific community functions or events • Keep abreast of media reports relating to the Municipality's functions and address the publication of inaccurate reports.

Enquiries should be directed to: Human Resources Unit, on tel: (039) 834 5524/5504/8752. **No faxed applications will be accepted.**

Applications must be submitted with a signed **Application Form** which can be found on our website: www.harrygwalamunicipality.gov.za accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications, Identity document and driver's licence must be addressed to: **The Municipal Manager for attention: Mrs T.T. Thiyane-Magaqa, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, Ixopo, 3276, or can be hand delivered/courier to: 40 Main Street, Ixopo, 3276, or e-mailed to: recruitment@harrygwalamunicipality.gov.za to reach us no later than 15h00, 12 DECEMBER 2025.**

NB: When applications are being submitted via e-mail address provided, applicants are requested to insert the post title on the subject line.

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful.

NB: Proof of canvassing with Councillors or Management will lead to immediate disqualification. Harry Gwala District Municipality subscribes to the National Equity Strategy.

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidates have been identified.

NB: Applications that are submitted without the Harry Gwala District Municipality application form will not be considered.

MR G.M. SINEKE: MUNICIPAL MANAGER