



Elundini Local Municipality

1 Celler Street • Maclear • 5480 • PO Box 1 • Maclear • 5480

Tel: +27 (0) 45 932 8100 • Fax: +27 (0) 45 932 1094 • Email: info@elundini.gov.za

13th February 2018

**ELUNDINI LOCAL MUNICIPALITY
EXTERNAL ADVERTISEMENT
NOTICE NO. 11-2017-2018**

The Elundini Local Municipality a category B Municipality, incorporating Maclear, Ugie, Mt Fletcher and parts of Tsolo and Qumbu with its seats in Maclear, invites applications from experienced, qualified and committed individuals to the following positions:

OFFICE OF THE MUNICIPAL MANAGER

**1. Development Communications Officer (Task Grade 11)
Annual Basic Salary R237 603.60 – R308 420.88**

MINIMUM REQUIREMENTS: •Three years National Diploma/Degree in Communication, Public Relations, Marketing or relevant Field. •Computer Literacy. • Driver's License Code EB. •3 years relevant working experience including newsletter development. Excellent oral and written communication skills and good story-writing and report writing skills. Excellent command of languages preferable English, Xhosa and Sotho.

Main Duties: •**Development Communications – Municipal Publications and Public Participation Coordination-** Coordinates development and distribution of communication material to communities and makes sure that its content is understood by: • Collecting and writing service delivery; taking into consideration the diversity of culture and language and different literacy levels in communities to make a difference in the quality of life of individuals and communities. • Pitching written stories to the supervisor and editorial team for approval. • Consolidating and submitting all stories for printing after editing and approval. • Making a follow-up to ensure that deadlines are met in line publication production process and alerting the supervisor of any glitches during the production process.

If you are aware of any instances of fraud and/or corruption within the municipality, these matters may be reported, anonymously, to:

Freecall: 0800 117 844 • Freefax: 0800 007 788 • SMS: 32840 • Email: elundini@tip-offs.com

Freepost: Freepost KZN138, Umhlanga Rocks, 4320

- Receiving publication on delivery and distribution it according to pre-planned distribution strategy.
- Developing and keeping signed distribution register as proof of material distribution.
- Submitting a soft copy of the publication to Corporate Communications Coordinator to upload into the website.
- Arranging follow-up workshops to emphasise the importance and necessity of some of the information distributed to communities or stakeholders.
- Applying information as part of community development efforts and addressing information needs identified by communities, including various structures and groups within communication to the needs of communities by collecting and giving feedback and answers to community queries on services delivery.
- Arranging empowerment community sessions with information, services and resources from government, NGOs, paratataals, business, etc. enabling them to engage in government programs for improvement of their lives.
- Coordinating implementation of communication plans to support all service delivery and public participation programs of the municipality by participating in all planning sessions in order to develop informed communication plan.
- Conducting research for places identified for public participation events to get quantitative data and service delivery indicators to assist visiting teams to communities.
- Conducting environmental scanning of communities to empower Council with issues that might be raised and socio-political climate of the area before public participation visits.

•DEVELOPMENTAL COMMUNICATION APPLICATION- Applies development communication methods to promote community involvement and social cohesion during big local and national events by:

- Organising audio-visuals for video recorded events or live viewing to share important governments information with communities including State of the Nation Address; State of the Province Address; State of the District Address and State of the Local Municipality Address.
- Profiling success stories of community development through video-recording, camera pictures and submit them to the Corporate Communication Coordinator for posting to the municipal social media platforms.
- Using local media to disseminate service delivery information and to brag about successes and profile beneficiaries of government program using newspapers, community radio stations within the municipal proximity.
- Implementing the use of sound equipment such as loud-hailing wherein loud speakers mounted to vehicles are used to enhance publicity of municipal campaigns and announce upcoming events.
- Coordinating promotion of events and conveying specific messages by using promotional material such as leaflets, flyers, posters, merchandise etc.

•COMMUNICATION INSTITUTIONAL MECHANISMS- Coordinates creation of a platform for all

- Assisting in the mobilisation of all key stakeholders in government and communities to prepare and share information on planned events, programs planned and progress made in the

Local Communicators Forum. • Developing annual calendar of events to plan and prepare for them in advance and creating necessary hype about the event. • Organising logistics for Local Communicators Forum to successfully take place such as venue, invitations, confirmations, catering, public audio systems etc. • Working with public participation in ensuring that the venue is clean, electricity is working . •Taking minutes during the meeting and recording with cameras both audio and visual pictures. Establishing communications team for story editing and content contribution. • Participating in district and provincial communicator’s forum with the approval of the supervisor.

•**COMMUNICATION INFRASTRUCTURE SAFE-KEEPING-** Keeps communication infrastructure in a safe and secure environment by: •Keeping safe and clean at all times all communication infrastructure and a record of usage by other departments. Working with assets section to ensure that all communications infrastructure is bar-coded and availing. •Equipping himself/herself with technical expertise of operating the sound system• Training other colleagues how to use the equipment to avoid negligent use of the equipment. •Operating sound system at all times to ensure longevity. •Availing marketing material in all events organised by the municipality and government in general.

•**ADMINISTRATION-** Coordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality by: •Preparing performance reports in line with developed work-plans of the Section for the attention of the Strategic Communications Officer for consideration and evaluation. •Maintaining the activity and recordkeeping systems and/or executing specific actions to facilitate the updating of registers and schedules.

Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants.

Faxed applications will not be accepted.

Applications should be addressed to:
The Corporate Services Manager
Elundini Local Municipality
P.O. Box 1
Maclear
5480
Tel. No: (045) 9328100
Closing Date: 23RD February 2018