



TSWELOPELE

LOCAL MUNICIPALITY

A MUNICIPALITY IN PROGRESS

Tswelopele Local Municipality is an equal opportunity and affirmative action employer and requires the services of a suitable qualified persons with relevant experience to fill the following vacancy. Persons designated in terms of applicable legislations as historically disadvantaged individual as well as people with disabilities are encouraged to apply.

**** ERRATUM ****

COMMUNICATION OFFICER/CUSTOMER CARE CORPORATE SERVICES DEPARTMENT

REQUIREMENTS ⇒ Post matric ICT certificate or a Diploma in Communication ♦ A minimum of 3 years' relevant working experience in Communication/Customer Care ♦ A broad understanding of local government ♦ Driver's licence and proficiency in all languages used in the Free State Province.

COMPETENCIES & SKILLS ⇒ The successful candidate will have to demonstrate ability to convey information and ideas effectively, awareness of the municipality's key drivers, impacts on service delivery and understand political undertones and consequences within the municipality; conceptual thinking; plan – co-ordinate & control tasks; collect, review and analyse information and use of technology.

RESPONSIBILITY / DUTIES ⇒ Controls key processes, procedural and creative applications associated with creating broader community awareness and interest. ♦ Aligns and implements key requirements with respect to upholding the image and / or maintaining positive perceptions ♦ Controls the flow of communication from and to the organisation, media and broader communities ♦ Disseminates functional information and advice on the immediate, short and long term objectives and current developments, problems and constraints ♦ Co-ordinates specific administrative and reporting activities associated with the key performance indicators of the Division ♦ Oversee and manage the customer care service of the municipality to promote sound and uninterrupted service providing to the community by administering Council's complaints management system.

SALARY ⇒ [T12/1] R30 006.00 p/m

BENEFITS ⇒ Normal fringe benefits applicable to a Grade 2 municipality.

CLOSING DATE ⇒ 18 August 2023 @ 12:00

Further information / application forms are available from the Municipal website.

Applications on the prescribed official form, with a comprehensive CV, should be forwarded to: The Municipal Manager, PO Box 3, Bultfontein 9670.

If not contacted within 30 days after the closing date, applicants should regard their applications as having been unsuccessful.

Fraudulent qualifications / documentation / driver's licence, will immediately disqualify any applicant. A candidate who canvasses any councillor for preference will be disqualified from the selection process or from appointment.

K MOTLOUNG
ACTING MUNICIPAL MANAGER
31 July 2023