



BUSHBUCKRIDGE LOCAL MUNICIPALITY

Private Bag X 9308
Bushbuckridge
1280
R533 Graskop Road opp. Mapulaneng DLTC
Maviljan Region
Bushbuckridge

Tel: 013 799 1835/45/51/57

Fax: 013 799 1865

Email: info@bushbuckridge.gov.za

Website: www.bushbuckridge.gov.za

Post : COMMUNICATION MANAGER

Directorate : Municipal Manager

Remuneration : R 452000.00 per annum

Centre : Head Office

REQUIREMENTS

- An appropriate three (3) years tertiary qualification in Public Relation, MARKETING, Communication or Journalism
- Three (3) to five years relevant experience
- Knowledge of communication planning and programming
- In-depth ability to develop creative and evocation media and municipal communication and the role of the manager
- Communication to support departmental outputs
- Ability to write proficiently and craft messages to different audiences in the core business of the organization
- Ability to manage multiple stakeholders on A SINGLE project with varied outcomes
- Ability to forge strong, supportive positive working relations in a matrix management environment
- Strong communication skills (verbal and written)
- Computer literacy preferably packages such as Ms Excel, Ms Word, Power point, internet and Access.
- Ability to work under pressure
- Planning and organization skills
- Interpersonal skills
- Valid Driver's License

RESPONSIBILITIES

- Manage communication programmes in the municipality
- Develop an aligned communication plan for the entire municipality in support of executive communication
- Develop corporate communication plans for external and internal clients
- Establish media relations with mainstream national media including community media
- Develop tools for supporting district communication in the spirit of co-operative governance
- Roll out the brand of the municipality in consultation with directorates and units

- Develop ,maintain and support directorates and units through an event calendar
- Manage staff in the unit
- Write speech ,articles and editorials for the newsletter and website

Enquires should be directed to: Human Resources Section. Tel 013 799 187/51 ext 150 & 220

Please forward your application through a prescribed form (www.Bushbuckridge.gov.za), together with your comprehensive CV and recent certified copies of qualifications and identity documents to:

The Administrator	Hand delivery to office no 55(Registry)
Bushbuckridge Local Municipality	R533 Graskop Road
Private Bag X 9308	Bushbuckridge
BUSHBUCKRIDGE	
1280	

PLEASE NOTE: Fraudulent qualifications or documentation will immediately disqualify any application, BLM reserves the right not to fill these posts, should there be no suitable candidates identified, late submissions will be disqualified, should you not receive any response within one (1) month of the closing date, regard your application as unsuccessful. Submission without certified copies of qualifications by commissioner of oaths will not be considered. Correspondence will only be communicated to short-listed candidates

Closing date : 2015 March 13