

169 Main Street
Private Bag 53
Umzimkhulu
3297



Email: info@umzimkhulum.gov.za
Tel: (039) 259 5000/5300
Fax: (039) 259 0427

CORPORATE SERVICE DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

ADVERTISEMENT

The uMzimkhulu municipality, an equal opportunity employer requires the services of suitable qualified, skills and experienced candidates for the under mentioned challenging positions.

PUBLIC PARTICIPATION OFFICER (PL2)

SALARY: 228 531.80 P.A. (car allowance and cell phone allowance)

MINIMUM REQUIREMENTS:

- Matric
- National Diploma /NQF 6 in Public Relations or Bachelors Degree of Business Administration
- Customer care certificate
- Code EB Driver's License
- 2-3 Years Relevant Experience

KNOWLEDGE SKILLS AND COMPETENCE

- Good communication skills
- People management skills
- Policy development and analysis skills
- Strategic leadership
- Integrated development plan
- Knowledge of Local Government

KEY PERFORMANCE AREAS:

- Co-ordinates and controls activities and key deliverables associated with the Constituency and Outreach Programs through the provision of input into the communication strategy.
- Interacting and maintaining key contacts with a view to promoting public participation exposure and interest in the relevant programs/ events of the Municipality.
- Executing planned interventions and initiatives to support Ward Committees on Public Participation initiatives.
- Controls the critical key performance areas of the functionality and provides input into the broader Constituency & Outreach programme objectives.
- Coordinates specific administrative and reporting requirements associated operational key performance and result indicators.

Applications with comprehensive curriculum vitae, certified copies of educational qualifications must be addressed to:

The Municipal Manager – Mr Z. S SIKHOSANA; Attention: Corporate Services Manager Ms N. N. Nduku UMzimkhulu Municipality; P.O. Box 53; or hand delivered to 169 Main Street; UMzimkhulu; 3297

CLOSING DATE: 22 OCTOBER 2018

Canvassing support from municipal officials and councillors is prohibited and any person found guilty thereof will be disqualified with immediate effect

The uMzimkhulu municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability, people with disabilities are encouraged to apply and state their disability

Enquires can be directed to the Corporate Services Manager. No faxed or E-Mailed applications will be accepted.

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MR Z. S. SIKHOSANA
MUNICIPAL MANAGER