



Physical Address
New Municipal Building, Tlakgameng Road
(next to Ganyesa Clinic), Ganyesa, 8613

Postal Address
Private Bag X522 Ganyesa, 8613



INTERNAL/EXTERNAL ADVERTISEMENT

KAGISANO- MOLOPO LOCAL MUNICIPALITY WITH ITS SEAT IN THE NORTH WEST, DR. RUTH SEGOMOTSI MOMPATI DISTRICT MUNICIPALITY IS INVITING APPLICATIONS FROM SUITABLY QUALIFIED INDIVIDUALS FOR THE FOLLOWING POSITIONS.

MANAGER COMMUNICATIONS

TASK GRADE:16

SALARY: R659 924.51 pa

REQUIREMENTS:

- Grade 12
- National Diploma/Bachelor's Degree in Communication, Marketing, Public Relations, Journalism/ related
- 3- 5 years' relevant experience.
- Valid driver's License
- Computer literacy
- Good Communication Skills.
- Report Writing

KEY RESPONSIBILITIES:

- Evaluating the adequacy of institutional arrangements to support critical communications requirements as stipulated in the related Acts and the Municipality's integrated Development Plan.
- Mapping out current and future interventions necessary to sustain and effectively address all aspects pertaining to communications and public relations through the Development Plan for the Unit.
- Analysing communications service delivery trends and capacity against requirements to facilitate the preparation of the Units capital and operational expenditure estimates to support the budgeting process and functional plans objectives, goals, operating standards and performance targets.
- Keeping abreast of technological communications developments and making recommendations on changes to systems/procedures and/ or equipment specifications with a view to improving efficiencies.
- Formulating and implementing strategies for specialist communications projects, developing media relationships, marketing programmes offered by various service units, including those related to tourism.
- Projecting a positive image of the Council, Service Units and Departments on an agency basis by establishing communications systems which facilitate the open exchange of information with stakeholders.
- Improving information Communication Technology within the municipality in conjunction with ICT Unit.
- Managing and marketing of municipal brand to internal and external stakeholders.
- Managing the usage of municipal letterhead with the approved logo.

Note: All applicants will be acknowledged, and only short-listed candidates will be contacted for interview. Immediate disqualification will result from: submission of any fraudulent, incorrect or misleading information, or canvassing outside of the formal recruitment and selection process. In the event that you do not receive communication from the municipality within a period of twenty-one (21) days after the closing date of the applications please accept that you are unsuccessful. The municipality reserves the right not to make an appointment.

Kagisano-Molopo Municipality is an equal opportunity employer and appointments will be made in accordance with the Municipality's recruitment and selection policy as well as the Employment Equity plan.

All applications accompanied by an **application form Annexure B** of regulation No. 45181 of Municipal Staff Regulation 2021, comprehensive CV, Copy of ID and certified copies of qualifications must be delivered to Municipal Offices next to Ganyesa Clinic or forwarded to:

The Municipal Manager Private Bag X522 Ganyesa 8613 No facsimile/late applications will be accepted. Further information may be obtained from Ms. Dimpho Kgathane on 082 937 2929.

CLOSING DATE: 19 MARCH 2026

**MR. OLEBILE NTSIMANE
ACTING MUNICIPAL MANAGER**