



**BUFFALO CITY
METROPOLITAN MUNICIPALITY**

(EXTERNAL CIRCULAR)

Applications are invited from suitably qualified and experienced applicants to fill the following fixed term contract post:

NOTE: APPLICANTS WILL NOT BE REQUIRED TO COMPLETE AN APPLICATION FORM

DIRECTORATE OF EXECUTIVE SUPPORT SERVICES

**SPEECHWRITER AND MEDIA LIAISON: OFFICE OF THE EXECUTIVE MAYOR
TASK GRADE 16: R 683 077.70**

(Total Package: R 1 226 612.00 per annum subject to certain conditions)

Ref No. 5/24

(Fixed term contract linked to term of Office of the Executive Mayor)

Requirements:

- Matric plus three-year qualification in Public Relations/Communication – Media studies
- Project Management qualification will be an added advantage
- Valid code B/EB driver's license
- Five (5) years' experience in communications or in a media related industry with at least two (2) years' experience at a Senior communications level

Key Performance areas:

- Prepares structured and well formulated speeches for the Executive Mayor
- Ensures that speeches are well informed, current and based on up-to-date research
- Ensures good relations with the media
- Assists in ensuring effective communication and an enhanced public image of the Municipality
- Ensures effective financial management

PLEASE NOTE:

Enquiries regarding the above posts can be made to Mr Z. R. Shweni on 043 705 2706 or Ms M. Naidoo on 043 705 2750

Candidates who are suitably qualified as per the minimum requirements for the post set out in the advertisement are to submit a copy of their curriculum vitae together with a covering letter, along with the relevant required documentation for a specific post. (i.e. certified copies of certificates not copies of certified copies, diplomas, degrees, Identity Document and drivers' licenses, where applicable). Non-submission of the required supporting documentation may disqualify a candidate. Candidates are advised that the obligation rests upon them to demonstrate that they meet the minimum requirements specified for the post. Any candidate who does not meet the minimum requirements will be automatically disqualified.

Fraudulent qualifications or any information submitted and the canvassing of councilors or officials will disqualify any candidates with immediate effect. Candidates are cautioned that documentation and information provided is checked with relevant authorities and fraudulent submissions may also lead to criminal charges being laid against persons involved in submission thereof.

Depending on the requirements of the post, candidates will be required to undergo a defensive driving or physical/practical test where applicable prior to the interview process.

Buffalo City Metropolitan Municipality reserves the right not to fill any or all of the positions advertised at the sole discretion of Council.

Applications can be hand delivered to the Human Resources Department, Electricity House, Buxton Street or posted to the Directorate of Corporate Services, Human Resources Department, P O Box 134, EAST LONDON, 5200.

CLOSING DATE: 26 APRIL 2024 at 16h00

NOTE: The Buffalo City Metropolitan Council is committed to the provisions of the Employment Equity Act (Act No. 55 of 1998) for the advancement of previously disadvantaged and disabled persons.

Should candidates not be notified of the outcome of their applications within twenty-eight (28) days of the closing date, they may regard themselves as having been unsuccessful.

Benefits include subsidized pension, 13th cheque, medical aid and group life assurance schemes, generous leave privileges, housing subsidy and assistance towards removal expenses subject to certain conditions.


M YAWA
CITY MANAGER

Daily Dispatch Advert: 15 APRIL 2024