



# JOZINI MUNICIPALITY (KZ 272)

Private Bag X028, Jozini, 3969      Circle Street, Bottom Town, Jozini  
Tel: (035) 5721269 Email: [bnyawo@jozini.org.za](mailto:bnyawo@jozini.org.za) Fax: (035) 5721423

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## INTERNAL JOB ADVERTISEMENT

**POSITION** : Communications IGR and PR Coordinator

**DEPARTMENT** : Management

**LOCATION** : Jozini Municipality

**JOB GRADE** : T 13 (R200 000.00 –R250 000.00 p/a)

**REPORTS TO** : Municipal Manager

**CLOSING DATE** : 31/01/2013

The Job Content is described in terms of the Objectives and Outputs.

### OBJECTIVES

- To effectively and efficiently coordinate, direct and monitor all communication matters with Jozini Municipality and outside through communication strategy

### OUTPUTS

- 1 Communication and Public Information
  - Plans and monitor the Local Municipality's media relations programs, publicity campaigns and the execution of specific instructions and application of laid down procedures with respect to communications
- 2 Marketing Administration
  - Plans, Develops and Administer marketing, advertising and promotional activities of the Municipality
- 3 Information Record Keeping
  - Maintains the executive correspondence / information and record keeping system and access records of discussions, instructions and correspondence

### COMPETENCIES

#### Skills:

- 1 Communication Skills both Verbal and Written
- 2 Computer Literacy (MS Office )
- 3 Driver's License
- 4 Negotiation and Listening Skills

#### Knowledge:

- 5

### REQUIREMENTS

#### Qualifications:

- 6 B Degree or Equivalent

#### Experience:

- 7 3-5 years relevant experience



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The Company's approved Employment Equity Plan and Targets will be considered as part of the recruitment process.

Incomplete CV's and late applications will not be considered

Please submit your application to HR Manager, Jozini, 3696

Approval by Municipal Manager Yes / No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_