

Die Munisipaliteit bedien die dorpe Ashton, Robertson, Montagu, Bonnievale en McGregor in die skilderagtige Breëriviervallei/Klein Karoogebied, waar mense nog na aan die natuur leef. Aansoeke word hiermee ingewag van persone wat oor die nodige kwalifikasies en ondervinding beskik vir aanstelling in die onderstaande pos:

DIREKTORAAT: STRATEGIE & SOSIALE ONTWIKKELING

Kommunikasie Beampte

Kwalifikasies/ Ervaring:	'n Toepaslike en erkende 3 jaar B-Graad kwalifikasie plus ervaring opgedoen in media/kommunikasie en hulpbronomgewing; Ervaring in ontwikkeling en implementering van kommunikasie strategieë; Opstel van kommunikasie produkte, perswaarskuwings en verklarings; Media skakeling en geleentheid bestuur; Vermoë om komplekse sake in duidelike en eenvoudige manier te kommunikeer; Rekenaarvaardig; Kode EB Bestuuderslisensie; Basiese statistiese en syfervaardighede; Uitstekende kommunikasie vaardighede in ten minste twee van die amptelike tale van die Wes-Kaap (verbaal en geskrewe); Navorsing en analitiese vaardighede; Projekbestuur en aanbiedingsvaardighede; Innoverende probleem oplossingvaardighede; Bereidwilligheid om lang ure te werk en te reis indien nodig; Vermoë om onder druk te kan werk en teikendatums te kan behaal.
Sleutelprestasie gebiede:	Navorsing, opstel, redigering, ko-ordinering en uitgee van nuusbrieff; Opstel en uitgee van interne kommunikasie materiaal; Opstel van korporatiewe informasie dokumente; Ontwikkeling/hersien van departementele kommunikasie strategieë en plan/ne; Verleen departementele media skakelwerk; Opstel van toesprake en kommunikasie produkte in verband met lyn funksionaris; Fasiliteer/ Ko-ordineer munisipale funksies, uitstallings, bewusmakingsveldtogte en ander geleenthede; Verleen departementele taaldiens; Media skakeling insluitend die skryf van persverklarings, mediakonferensies, media monitoring en evaluering; Ko-ordineer insette in verband met verskeie aangeleenthede van die lynbestuur komponent; Verantwoordelik vir advertering en bemarking; Verantwoordelik vir die implementering en monitering van die Munisipale internet webblaaie met nuutste en relevante informasie.
Vergoeding:	R 177 528 – R 230 448 per jaar en normale byvoordele soos van toepassing op 'n Plaaslike Owerheid

Sluitingsdatum: 5 Augustus 2013. Aansoek/CV (afskrif van ID en Bestuuderslisensie waar van toepassing) met dekbrief moet gestuur word na Ashton Kantoor by **Posadres:** Privaatsak X2, Ashton, 6715; **E-pos:** tcarstens@langeberg.gov.za; **Faks:** (023) 615 1563. Verdere inligting is beskikbaar by die Bestuurder: Menslike Hulpbronne by Ashton Kantoor, Tel (023) 615 8035 tydens normale kantoorure.

NB: Gunsverwing by Raadslede of enige lid van die Aanstellingskomitee sal aansoekers onmiddellik diskwalifiseer. Die Munisipaliteit is gebonde aan die beginsels van regstellende optrede soos uiteengesit in sy Diensbillikheidsplan. Aansoekers wat teen 30 September 2013 nog geen terugvoer gekry het nie, moet aanvaar dat hulle aansoeke nie geslaag het nie. CV's sal nie terugbesorg word nie. Die Munisipaliteit behou die reg voor om geen aanstelling te maak nie. Alle suksesvolle kandidate se aanstellings is onderhewig aan die verifikasie van kwalifikasies en kriminele rekords.

SA MOKWENI
Munisipale Bestuurder
Munisipale kantore
Privaatsak X2
ASHTON 6715



The Municipality serves the towns Ashton, Robertson, Montagu, Bonnievale and McGregor in the picturesque Breede River Valley/Klein Karoo area, where people still live close to nature. Applications are hereby invited from persons with the necessary qualifications and experience for appointment in the following position:

DIRECTORATE: STRATEGY & SOCIAL DEVELOPMENT

Communication Officer

Qualifications/ Experience:	An appropriate and recognized 3 year B-Degree qualification plus experience gained with a media/communication and resource environment; Experience in developing and implementing communication strategies; Drafting communication products, press alerts and releases; Media liaison and events management; Ability to communicate complex issues in a clear and simple way; Computer literacy skills; Code EB driver's license; Basic statistical and numeracy skills; Excellent communication skills in at least two of the official languages of the Western Cape (verbal and written); Research and analytical skills; Project management and presentation skills; Innovative problem solving skills; Willingness to work long hours and travel if necessary; Ability to work under pressure and meet deadlines
Key Performance Areas:	Research, compilation, editing, co-ordination and production of newsletter; Compilation and production of internal communication material; Compilation of corporate information documents; Develop/revise departmental communication strategies and plan/s; Render departmental media liaison; Draft speeches and communication products in conjunction with line functionaries; Facilitate/Co-ordinate municipal functions, exhibitions, road shows and other events; render a departmental language service; Media liaison including the writing of media releases, media conferences, media monitoring and evaluation; Co-ordinate input regarding various matters from the line function component; Responsible for advertising and marketing; Responsible for the implementation and monitoring of the Municipal internet web pages with recent and relevant information.
Remuneration:	R 177 528 – R 230 448 per annum and normal benefits as applicable to a Local Authority

Closing date: 5 August 2013. Application / CV (Copy of ID and driver's license where applicable) with covering letter must be submitted to the Municipal Manager at **Postal Address:** Private Bag X2, Ashton, 6715; **E-mail:** tcarstens@langeberg.gov.za; **Fax:** (023) 615 1563. Further information is available from the Manager: Human Resources at Tel (023) 615 8035 during normal office hours.

NB: Canvassing of Council members or any member of the Appointment Committee will immediately disqualify applicants. The Municipality is bound by the principles of affirmative action as set out in its Employment Equity Plan. Applicants that have not received any feedback by 30 September 2013 must accept that their applications were unsuccessful. CV's will not be returned. The Municipality have the right not to make an appointment. All successful candidates' appointments are subject to verification of qualifications and criminal records.

SA MOKWENI
Municipal Manager
Municipal Offices
Private Bag X2
ASHTON 6715