

# MOPANI DISTRICT MUNICIPALITY



Mopani District Municipality strives to maintain its strategic position as the food basket of South Africa and tourist destination of choice in South Africa.

Applications are invited from persons with relevant experience and appropriate qualifications for the following position:

## Communication Researcher

**Remuneration: R368 825.47 – R407 349.06 per annum, plus 13<sup>th</sup> cheque, housing subsidy, car allowance, UIF, medical aid and pension benefits**

**Requirements:** • Appropriate 3-year Bachelor's degree or equivalent qualification with at least 2 years' work experience in the same field • Research skills • Computer literacy • Analytical and problem-solving skills • Excellent writing and verbal communication skills • Interpersonal, planning and organising skills • Knowledge of communication and media legislative country prescripts • Experience in and/or knowledge of communication research methodology • Knowledge of media analysis tools and methodology • Sound knowledge of local languages.

**Key performance areas:** • Analyse and monitor media agenda and public mood in the District • Work as a team member in support of MDM communication strategic objectives • Conduct communication research on relevant issues and draft reports and briefing documents to facilitate interventions and responses • Collect data on municipal activities and compile statistical reports • Compile research data and manage databases on assigned areas of communication research • Support MDM Council and directorates with appropriate communication-related information and/or research materials • Provide support for municipal processes, such as strategic planning, annual reports, progress and performance reports • Be responsible for Portfolio Committee briefings and other such reports as may be required.

## Deputy Manager: Communication

**Remuneration: R496 257.24 per annum, plus 13<sup>th</sup> cheque, housing subsidy, car allowance, UIF, medical aid and pension benefits**

**Requirements:** • B degree/National Diploma in Communication/Journalism or equivalent • Driver's licence • 3-5 years' experience in the field of communication/journalism • Knowledge of Government Communication and Information Systems • Strongly developed writing skills • Language and editing skills • Sound understanding of computer packages (MS Word, Excel and PowerPoint) • Presentation skills • Prepared to be subjected to security clearance.

**Key performance areas:** • Plan and manage activities of the division to ensure effective communication • Develop and implement the District Municipality's internal and external communication strategy and policies • Ensure proper liaising with media on behalf of Mopani District Municipality • Liaise with the Event Management unit to record, update and publish all the District's events and activities on an ongoing basis • Plan and supervise the activities of personnel to ensure a conducive working environment • Manage and review performance of personnel and take corrective measures to align performance with standards to be achieved • Make operational recommendations to the Director in the Office of the Executive Mayor • Implement projects economically and effectively • Organise press conferences and manage media campaigns • Develop and implement a communication strategy in line with Government communication framework and protocols.

## Air Quality Officer

**Remuneration: R417 501.28 – R460 799.32 per annum, plus 13<sup>th</sup> cheque, housing subsidy, car allowance, UIF, medical aid and pension benefits**

**Requirements:** • Appropriate recognised 3-year degree or a University Technology National Diploma and/or BTech degree in Public Health, Environmental Health, Environmental Management and/or Natural Sciences • Master's degree in Environmental Management or Public Health is preferred and would be advantageous due to the specialised nature of air quality management • Valid driver's licence • Passion and enthusiasm for the environment • High self-esteem and self-motivated • Good report-writing and communication skills • Good time management skills • Preparedness to be subjected to security clearance.

**Key performance areas:** • Determine and set ambient air quality standards • Determine and set local emission licences • Design and implement air quality monitoring programme in the District • Develop and keep an emissions inventory up • Be responsible for enforcement and compliance • Develop the Air Quality Management Plan (AQMP) • Review the AQMP at least once every 5 years • Develop programmes.

**Enquiries:** Ms TM Mathebula, tel. (015) 811-6300.

Women and people with disabilities are encouraged to apply.

**Please forward your application through the prescribed form ([www.mopani.gov.za](http://www.mopani.gov.za)), together with your comprehensive CV and recent certified copies of your qualifications and Identity Document to: The Municipal Manager, Mopani District Municipality, Private Bag X9687, Giyani 0826. Z83 forms and faxed applications will not be accepted.**

**Closing date:** 24 May 2018

**Please Note:** Fraudulent qualifications or documentation will immediately disqualify any application. MDM reserves the right not to fill these posts, should there be no suitable candidate identified. Late submissions will be disqualified. Submission without certified copies of qualifications will not be considered.

**Mr SR Monakedi - Municipal Manager**

