

**Communications Officer/ Public Relations Officer**

**Task Grade: 14 plus benefits**

**Requirements:**

A Marketing/ Communications/ Public Relations qualification (three year Diploma/ Degree).

**KEY RESPONSIBILITIES:**

Handle all PR & Marketing \*Events Planning & Management \*Manage and Compile Municipal newsletter & feed info. in the website \*Building relationships \*Designing advertisement/ brochures/ \*Planning Publicity strategies \*Dealing with enquiries from the public, the press and related organisations.

**Payroll Clerk:**

**Post Level 8 plus benefits**

**Requirements:**

Certificate in VIP Payroll \*At least 6 months experience in VIP Payroll \*Local Government experience will be an added advantage \*Computer literacy (MS Excel, Power Point & Internet \*Ability to handle confidentiality matters

**Duties:**

\*Payroll administration \*General accounting applications \*Information verification and processing \*Information system update \*Liaise with third parties \*Submit monthly returns to relevant parties

Application letter accompanied by a comprehensive CV and certified copies of all qualifications should be addressed to: The Municipal Manager, Umhlabuyalingana Local Municipality, Private Bag X 901, Kwa-Ngwanase, 3973 (no faxes will be accepted). Applicants not contacted by Municipality within two weeks after the closing of the advertisement must consider their applications as unsuccessful. Late applications will not be considered. Enquiries: Mr. T.S. Mkhabela & Miss. L. Sithole @ 035-5920 0680 **Closing date: 09 May 2014.**

**Municipal Manager**  
**Mr. S.E. Bukhosini**