

Drakenstein Municipality, an employer that is committed to equal employment opportunities, invite people who qualify to apply for the below mentioned vacancy within its Communication and Marketing Department.

PERSONNEL VACANCY
EXTERNAL APPLICATIONS WILL BE CONSIDERED

CONTENT CREATOR (REF NO:C-MC-CW1)

DEPARTMENT: COMMUNICATION AND MARKETING DEPARTMENT

SALARY SCALE	TASK LEVEL 12 – Total cost to company is R627 065.62 – R789 609.76 per annum BENEFITS: Housing Subsidy, Medical aid, Pension and Group life
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JOB PURPOSE:

Compiles and manages the division's content schedule and creates engaging content of excellent quality, tailor-made for the Municipality's various communication audiences and different platforms/ channels to ensure that the division informs the Drakenstein community and wider public of the Municipality's achievements, plans, projects and service delivery news – in an informative and authoritative but also creative, clear, caring and entertaining way that supports the municipal vision and brand, a city of excellence.

SELECTION REQUIREMENTS FOR THE POST:

- Relevant National Diploma (preferable a degree) in communication, journalism, marketing or a related field

OTHER REQUIREMENTS/SKILLS:

- Computer Literacy (Ms Office Applications)
- Knowledge of Search Engine Optimisation (SEO)
- Code EB Driver's license
- Outstanding English and Afrikaans language and strategic writing skills
- Impeccable grammar and spelling skills
- Ability to stick to prescribed work count and comfortably produce short or longer content
- Ability to fully adhere to the Municipality's style guide and Corporate Identity Manual
- Research and news gathering capability
- Ability to analyse and interpret information, concepts, data and basic statistics
- Numerical skills
- Crisis communication
- Reputation management
- Knowledge of media landscape (including digital landscape) and ability to stay on top of content trends
- Great general knowledge and keen interest in news and current affairs
- Meticulous attention to detail

- Sense of accuracy and time management skills
- Organisational, administration and content traffic management skills and ability to prioritise
- Outstanding verbal and written communication as well as interpersonal skills
- Motivated self-starter and independent worker who can use his/her own initiative
- Ability to consistently adhere to strict deadlines
- Ability to produce at short notice and with limited time
- Dedicated team player who contributes to a positive office atmosphere
- Being professional and presentable
- Enthusiasm, passion and a can-do attitude

EXPERIENCE:

- 4 to 6 years' experience in the communication, marketing or journalism field (s)

COMPETENCIES

<ul style="list-style-type: none"> • Communication • Organisational Awareness • Conceptual Thinking • Information Measuring and Monitoring • Technology Usage • Service Delivery Orientation 	<ul style="list-style-type: none"> • Interpersonal Relationships • Customer Orientation and Customer Focus • Action Orientation • Resilience • Accountability and Ethical Conduct • Learning Orientation
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GENERAL INFORMATION:

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including housing allowance for homeowners subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act. Preference will be given to candidates who comply with the Employment Equity Targets but will not be the only criteria applied.
3. All applications are subject to reference checking and verification of qualification checking, which means that by applying for a position at the Municipality, you give us consent to do the various checking.
4. Applications received after the closing date, or which have been received without the prescribed application form and documentation/s mentioned below will not be considered.
5. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within three (3) months from the closing date.
7. Placement of candidates for work can be done in any area of Drakenstein. This area covers Simondium, Paarl, Wellington, Gouda, Hermon and Saron.
8. Applications within the **Drakenstein municipal area** will be receiving preference.
9. The Municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provided to us is true, correct and up to date.

10. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interest and a performance contract (where applicable) with the employer.
11. Candidates that arrive late for interviews will be disqualified.
12. The Municipality reserves the right not to make an appointment.

Prescribed application forms can be obtained from the Human Resources Offices at the Civic Centre, Berg River Boulevard, Paarl, 7622 (Mondays to Fridays from 08:00 until 15:30) or on the Drakenstein Municipal website www.drakenstein.gov.za. Clearly indicate the reference number for the post you are applying for on the prescribed application form. Your fully completed application form must be accompanied by your CV and relevant certified supporting documents when handing it in. Certified copies must not be older than three (3) months. **No fax copies will be accepted. No CVs will be returned on the applicant's request, therefore please do not send us your original certificates.**

Your application can be submitted via email to: corporatejobs@drakenstein.gov.za, hand delivered or posted to Drakenstein Municipality, Human Resource Offices, PO Box 1, Berg River Boulevard, Paarl, 7622.

Closing date for emailed applications: 13 December 2024 at 23h59

Closing date for hardcopies: 13 December 2024 at 15h30

CITY MANAGER