



PRINCE ALBERT MUNICIPALITY

PRIVATE BAG X53

PRINCE ALBERT, 6930

NOTICE 34/2026 – EXTERNAL VACANCY

Prince Albert Municipality is an equal opportunity and affirmative action employer and requires the services of a suitable qualified persons with relevant experience to fill the following vacancy. Persons designated in terms of applicable legislations as historically disadvantaged individual as well as people with disabilities are encouraged to apply for the following **EXTERNAL** vacancy:

PUBLIC RELATIONS OFFICER

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

POST IDENTIFICATION NO.: WC052-1.1.3

REQUIREMENTS

- A National Diploma or Higher in Public Relations, Communications, Journalism, Marketing or Relevant Qualification.
- Valid Code B driver's license
- 2 – 5 years relevant experience required
- Computer literacy (MS Office)
- Good Management, Human Relations, Interpersonal & Communication skills;
- Ability to give attention to detail and work under pressure;
- Effective communication skills in at least two of the three official languages of the Western Cape
- Must work overtime and/or attend meetings after normal office hours when required
- Experience in a similar environment will be an added advantage.

KEY PERFORMANCE AREAS

- Coordinate, facilitate and control processes associated with marketing, media and communication programs/projects.
- Attend to the implementation of procedures, applications and systems that support the recording, updating, circulating and maintenance of information.
- Communications, marketing, public relations, enquiry, events and media management.
- Identify, define and implement the immediate, short-and long-term operational and strategic plans for relevant areas of responsibility.
- Keep abreast with best practices and appropriateness of specific policies/procedures.
- Compile and present a conceptual framework of current and future interventions necessary to support core service delivery areas.
- Develop and provide an effective communication strategy for the Municipality.
- Develop, implement and monitor relevant systems, policies, procedures and processes.
- Write media releases and brief the community/stakeholders/press to ensure accurate and timeous dissemination of information.
- Provide internal and external newsletters on relevant platforms.
- Negotiate, compile and review radio and broadcasting services agreements.
- Promote corporate image through effective branding and marketing activities.
- Coordination and administration of events/functions
- Maintain, improve and manage operations.

- Attend meetings, record discussions, prepare and circulate minutes.
- Attend to correspondence/telephonic enquiries.

COMPETENCIES REQUIRED

The competency level for this position is a Level 2 of the Communications Competency Framework as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No. 890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies:

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> - Community - Organizational Awareness - Conceptual Thinking. 	<ul style="list-style-type: none"> - Project Management - Financial Management - Information Measuring and Monitoring - Technology Usage. 	<ul style="list-style-type: none"> - Service Delivery Orientation - Interpersonal Relationships - Customer Orientation and Customer Focus. 	<ul style="list-style-type: none"> - Action Orientation - Resilience - Accountability and Ethical Conduct - Learning Orientation. 	<ul style="list-style-type: none"> - Direction Setting - Impact and Influence - Coaching and Mentoring - Team Orientation.

REMUNERATION

Post Level : T12 of Category 1 Municipality: **R 391 643 – R 508 373,52 per annum**

Additional Service Benefits : Pension and medical aid contribution, housing subsidy and a thirteenth cheque after 12 months of employment, subject to Council approved policies.

STATUS OF POSITION

Permanent Position

CLOSING DATE

Friday 13 March 2026 at 15h00.

GENERAL

1. Application on the prescribed application form with certified copies of qualifications, curriculum vitae, identification document, drivers license and courses must be posted to: **Mr Abridon Sass – Human Resource Management Department**, 33 Church Street, Prince Albert, 6930, tel 023 541 1036 before or on **FRIDAY 13 MARCH 2026 at 15h00**.
2. Applicants are encouraged to submit applications to jobapplications@pamun.gov.za
3. Candidates must be willing to be subjected to a practical test and interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.
4. Queries can be directed as follow:

Job-related enquiries	Ms. Gwynnefer Harding Tel: 023 541 1668 Email: gwynnefer@pamun.gov.za
Human resource, recruitment and selection process enquiries	Mr. Abridon Sass Tel: 023 541 1036 Email: abridon@pamun.gov.za

5. Prince Albert Municipality is an equal employer and encourage persons with disabilities, persons from previously disadvantage groups and especially women to apply. The Municipality reserve the right to not make an appointment. Canvassing will lead to automatic disqualification. If you do not receive any feedback within 90 days after the closing date, applicants may assume that their applications were unsuccessful.
6. The appointed employee will be appointed on a minimum probationary period of three months and a maximum probationary period of twelve months.
7. Please note that the following will lead to disqualification:
 - 7.1. Non-submission of copies of academic qualifications/records.
 - 7.2. Canvassing of Councillors.
 - 7.3. Submission of fraudulent qualifications and/ or documents.



ADV. MATTHYS GILIOME
MUNICIPAL MANAGER
DATE: 17 FEBRUARY 2026